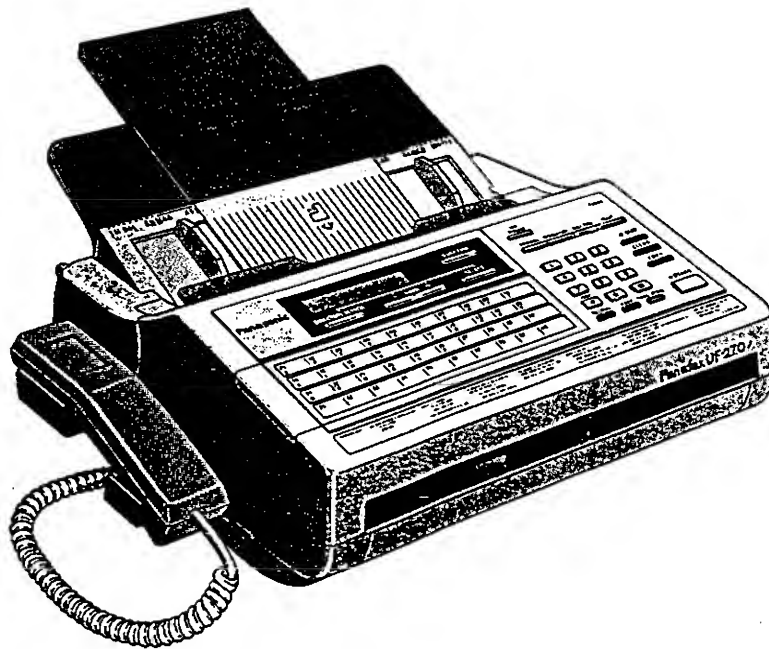


**Panafax**

# **UF-270**

**USER'S GUIDE**



**Panasonic®**

### IMPORTANT INFORMATION

When requesting information, supplies, or service always refer to the model and serial number of your machine. The model and serial number's plate is located on the rear of the machine. For your convenience, space is provided below to record the information you may need in the future.

MODEL NO. UF-270

SERIAL NO.

Date of Purchase

Dealer

Address

Telephone Number

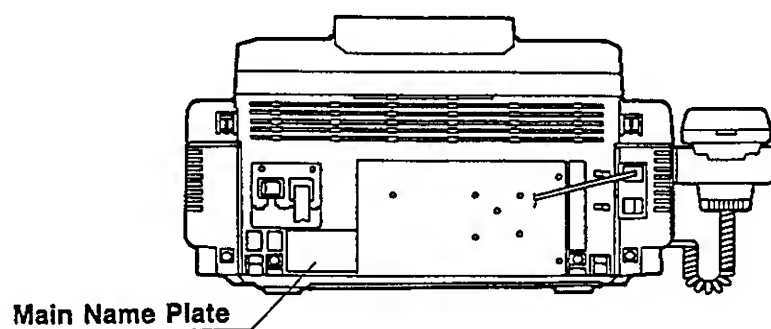
( ) —

Supplies Telephone Number

( ) —

Service Telephone Number

( ) —



Rear View

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The contents of this manual are subject to change without notice.

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## **INTRODUCTION**

The UF-270 is one of the most advanced models in the Panafax family of G3/G2 compatible, desktop facsimile machines. It features a full range of speed dialing techniques designed to make sending faxes easier, faster and more economical.

Anyone can learn how to use the most frequently used features with a few minutes of simple practice. However, because the UF-270 has the capacity to perform so many different functions, not everyone will need to learn every feature.

This User's Guide will help you to use your UF-270 quickly and easily. The Table of Contents shows where to find information on every feature. Although we recommend that you at least review each section briefly, you may need to read only the sections that concern the feature (s) you are interested in.

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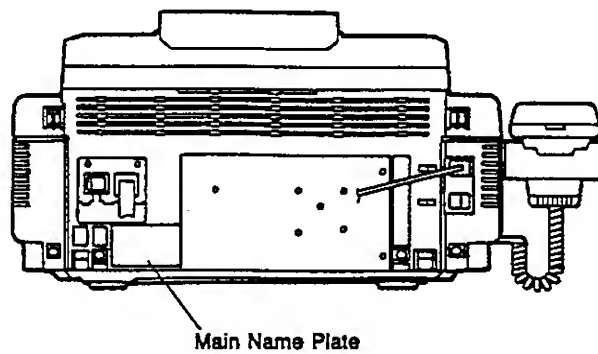
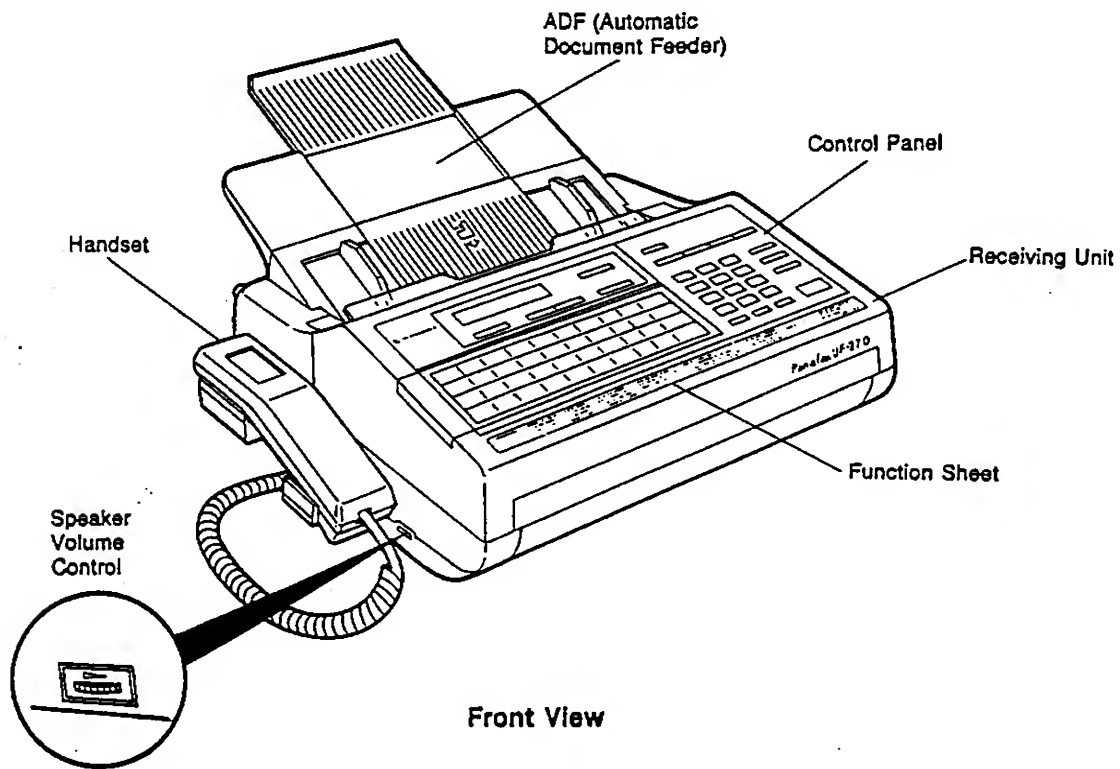
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# 1 GETTING TO KNOW YOUR FACSIMILE

## External View

1  
CONTENTS



## Control Panel

### Display

Shows Date and Time at standby, or the current operation.

### DIRECTORY SEARCH

Used to search for a station name.

### MODE and

Used to set Total Pages, Individual Transmission Journal, etc.

Also used to select Sub-functions (i.e., instead of pressing the sub-function number key, you can scroll in opposite directions by pressing either key repeatedly).

### SELECT

Used to switch Basic Transmission settings.

### FUNCTION

Used to start or set the functions and sub-functions.

### XMT RESERVE

Used to reserve transmission when the machine is still receiving or transmitting from memory.

### HALF TONE

Provides ON and OFF settings for halftone documents.

### STAMP

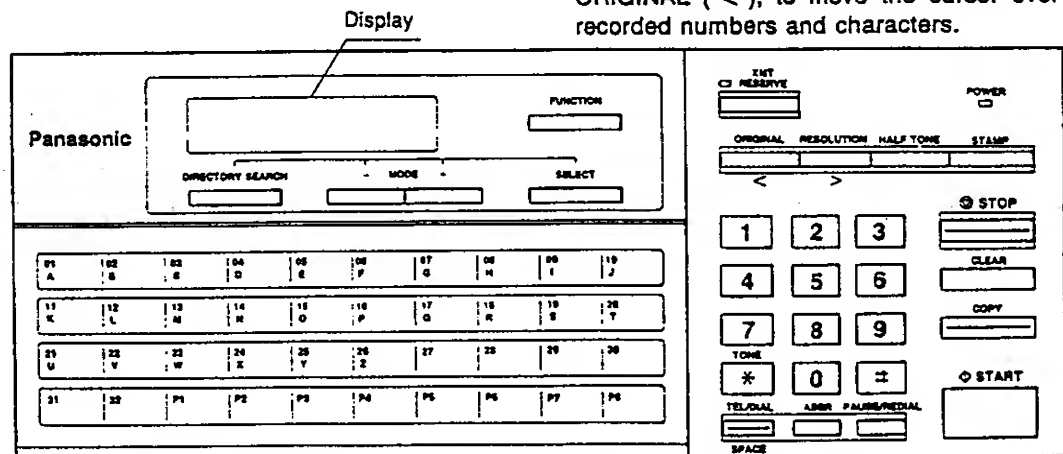
Used to set the Verification Stamp ON or OFF.

### ORIGINAL

Used to set Normal, Dark, or Light. Also serves as an arrow key ( < ), together with RESOLUTION ( > ), to move the cursor over recorded numbers and characters.

### RESOLUTION

Used to set Normal, Fine, or Super-Fine. Also used as an arrow key ( > ), together with ORIGINAL ( < ), to move the cursor over recorded numbers and characters.



### One-Touch/Character Keys (01 ~ 32)

Used for One-Touch Dialing and recording letters and symbols.

### Program Keys (P1 ~ P8)

Used to record long dialing procedures, Group Number keys, and extra One-Touch keys.

### Keypad

Used for Direct Dialing, recording phone numbers, and selecting functions.

### Power Lamp

Lights when the power is ON.

### CLEAR

Used to erase previously entered input.

### COPY

Used to make copies of documents.

### REDIAL or PAUSE

Used to start Redialing, or to enter a pause when recording or dialing a telephone number.

### ABBR

Used to start Abbreviated Dialing.

### TEL/DIAL (SPACE)

Used for Direct Dialing, and to enter a space in recorded telephone numbers.

### START

Used to start or set operations.

### STOP

Used to cancel operations. When it is pressed, the machine will return to standby.

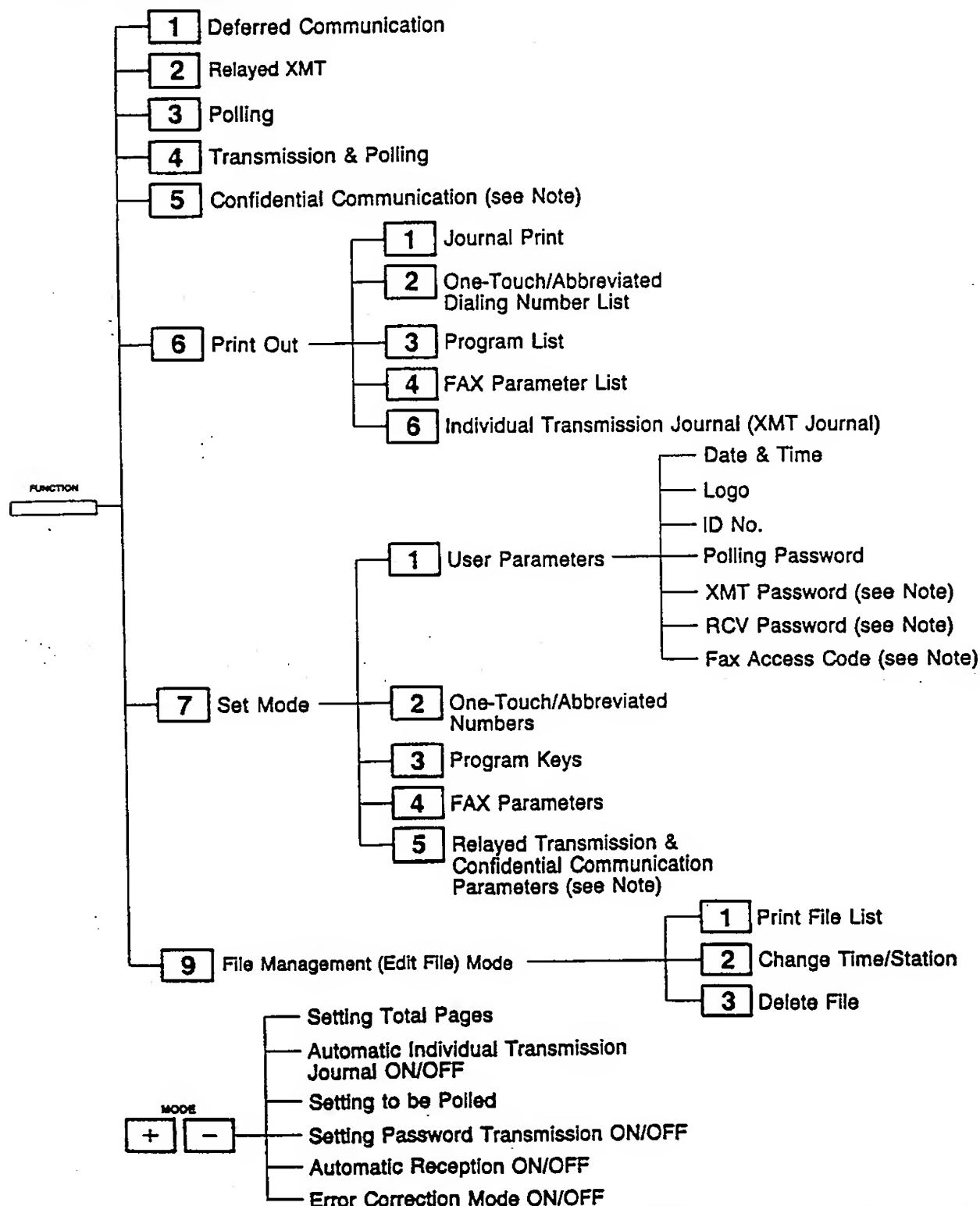
### tone

Press to switch the dialing method from Pulse Dialing to Tone Dialing.




## Function Key

Shown below are all the uses of the function key.



Mode keys can be also used to select sub-functions instead of using number keys (in conjunction with the function key).

### NOTE

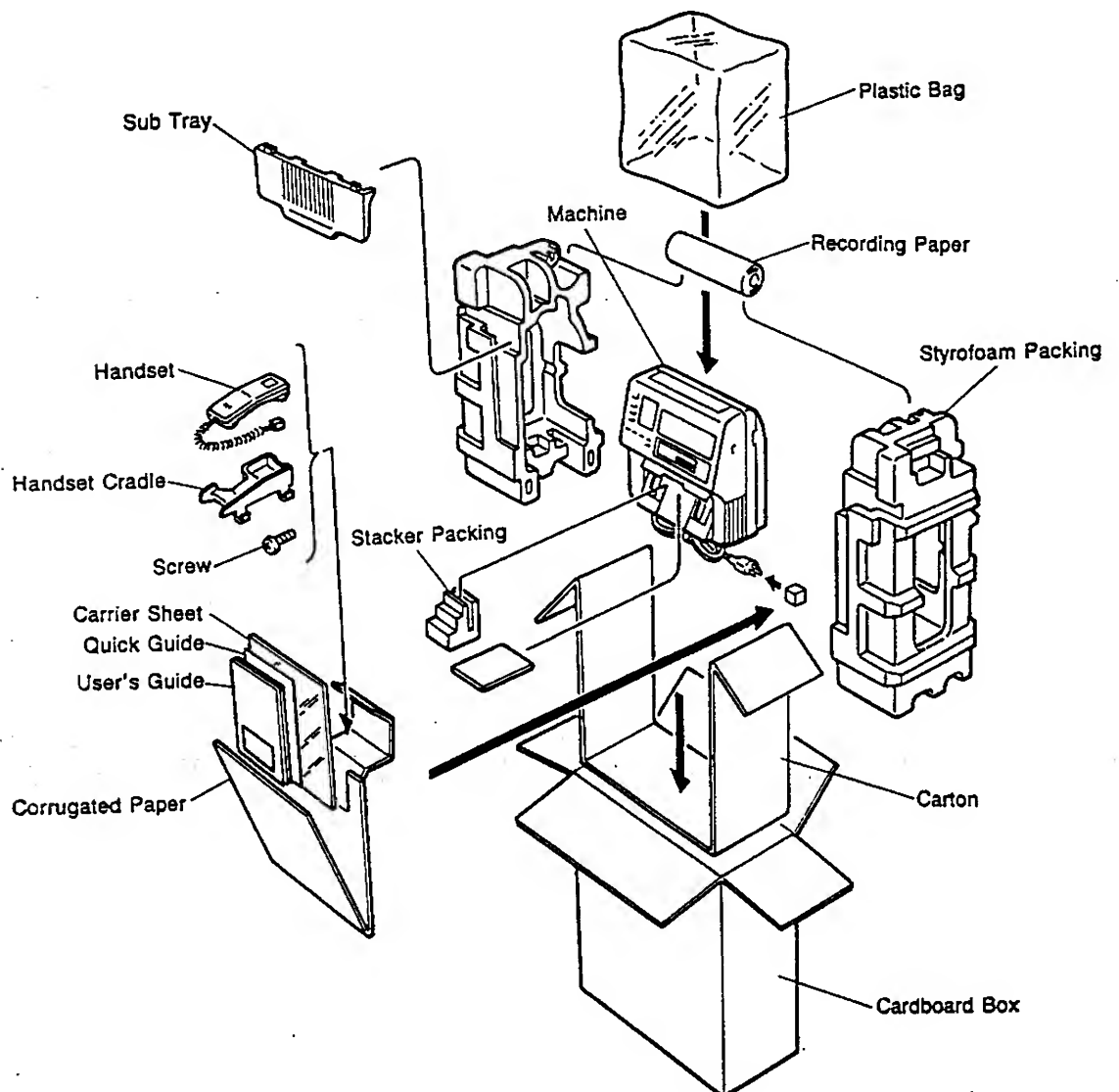
 If the Facsimile Parameter (see page 27) is not preset to Valid Position, which enables you to use the function, the display will not show the function.

## 2 INSTALLING YOUR FACSIMILE

### Unpacking

The illustrations below show you how to unpack your UF-270.

Inspect the machine for any shipping damages and check that you have all the accessories illustrated.



#### To the User

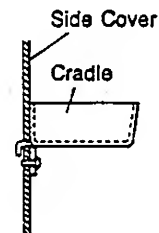
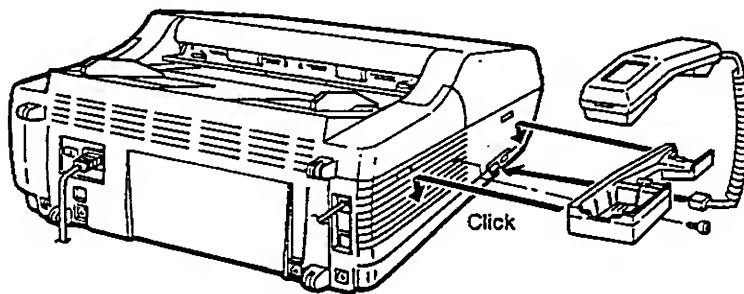
This machine is supplied with a 98 feet (30 meter) roll of thermal recording paper. Machine is capable of using up to a 318 feet (100 meter) roll of high sensitive type thermal recording paper. To insure the continued reliability and quality of the thermal print head, please use only the original manufacturer's thermal recording paper.



Telephone line cord is attached to the rear panel of your machine.

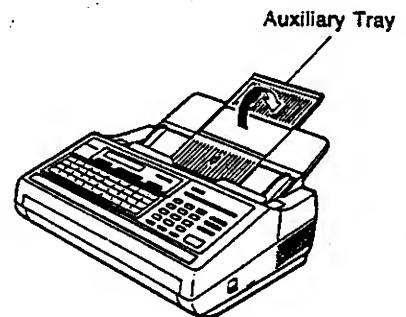
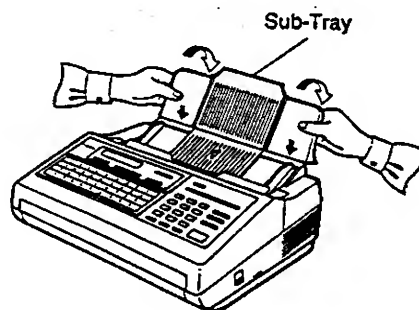
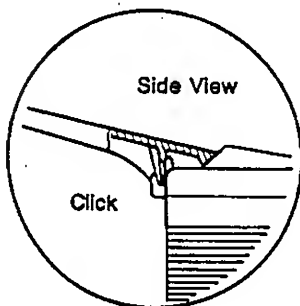
## Installing Handset and Cradle

1. Plug the telephone handset into the jack on the left side of the machine.
2. Insert the telephone cradle hooks into the two slots on the left side of the machine and press down gently until it locks into place. Then insert the screw into the center of the cradle and tighten with a phillips screwdriver.



## Installing Sub-Tray

Install the sub-tray by inserting its tabs into holes on rear side of the upper cover and sliding it downwards until it locks into position. Open the auxiliary tray after installing the Sub-Tray.

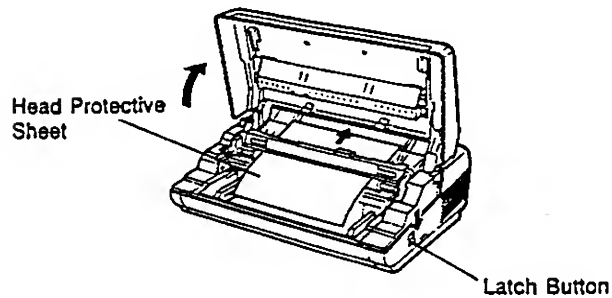


## Removing Thermal Head Protective Sheet and ADF Protective Sheet

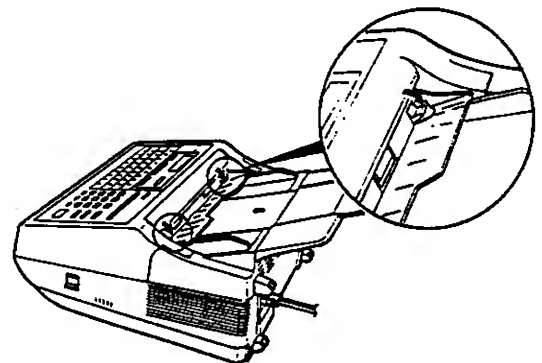
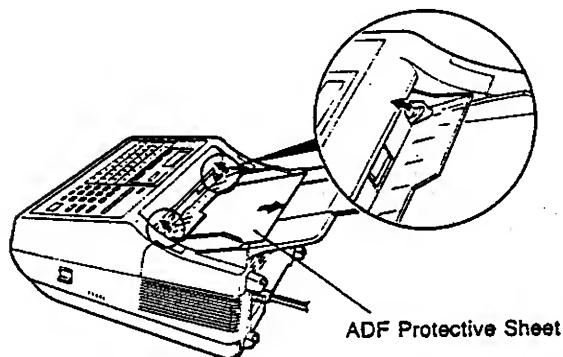
1. Press down on the latch button on the right side of the cover and open the Receiving Unit.

(1) Remove the Head Protective Sheet.

(2) Close the Receiving Unit down until the cover locks into position, you will hear a "click" sound.



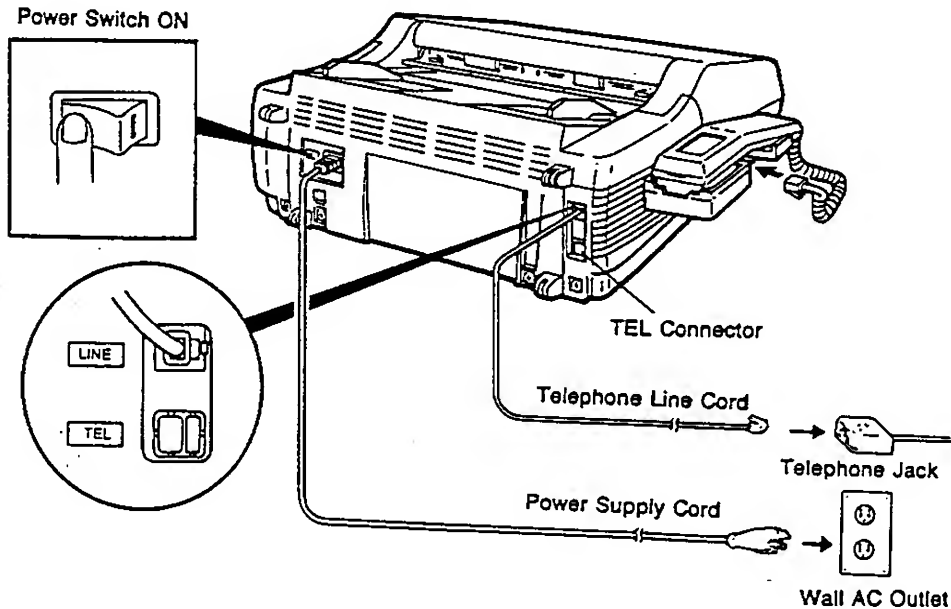
(3) Unlock the ADF unit by gently pulling up both sides of the ADF. Remove the ADF Protective Sheet and then lock the ADF unit by gently pressing down on both sides of the ADF.



## Connecting the Handset Cable and Telephone Line

1. Plug the Handset Cable into the socket on the cradle.
2. Plug the telephone line cord into Telephone jack supplied by the telephone company.

2



## Connecting the Power Supply Cord

Plug the power supply cord into an ordinary AC outlet. Turn the power switch to the "I" position to turn on the power. The power lamp on the control panel should light up.

Your machine uses little power and you should keep it ON at all times. If you turn the machine OFF for too long, the contents of the memory (such as ID number, logo you registered) will be lost. Note that the power supply to the memory is backed up by a battery to preserve the memory contents in case of a short power failure.

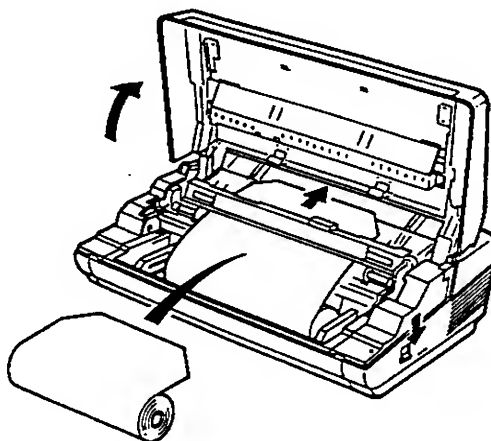
### NOTE



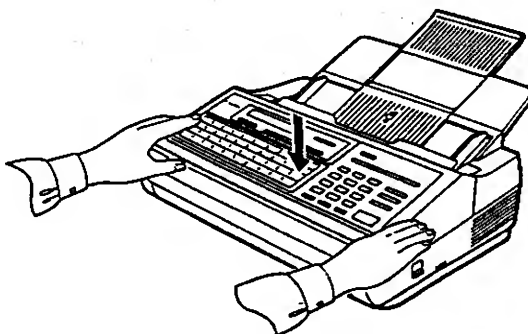
1. To connect a telephone to the machine, break off the protective tab of the TEL connector on the rear panel.
2. The built-in rechargeable battery requires 48 hours to be fully charged.
3. Connecting method of line cord and its type, the type of power supply cord and AC outlet vary depending on the country.

## Installing/Replacing Recording Paper

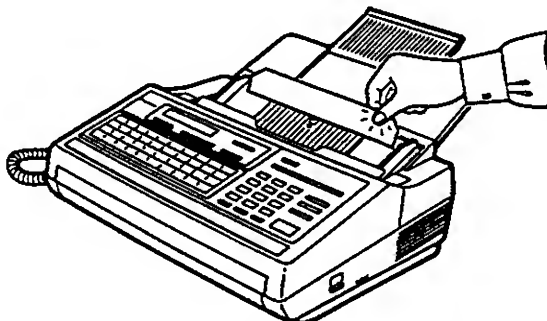
1. Press down on the latch button on the right side of the cover and open the Receiving Unit.
2. Set the recording paper into the unit and feed the leading edge of the paper between the guide plates of the cutter unit until it projects out of the unit. If it is set incorrectly, the machine will not reproduce images.



3. Close the Receiving Unit carefully by pressing both corners down until the cover locks into position, you will hear a "click" sound.



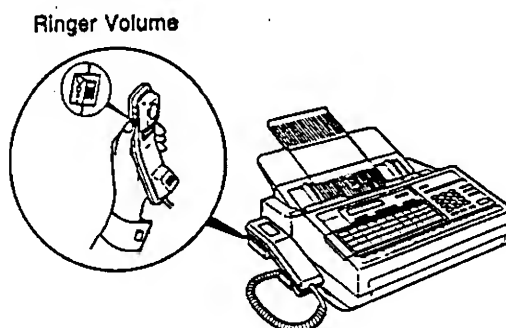
4. The recording paper projecting from the unit will be cut automatically when your machine is turned on. Remove this cut paper.



## Adjusting Volumes

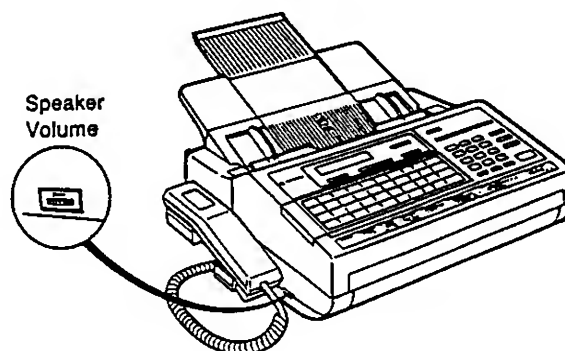
### Setting the Ringer Volume

You can adjust the **RINGER VOLUME** so the fax machine rings at a comfortable level when it receives a call. Move the ringer control on the handset cradle to the level desired, either normal or soft.



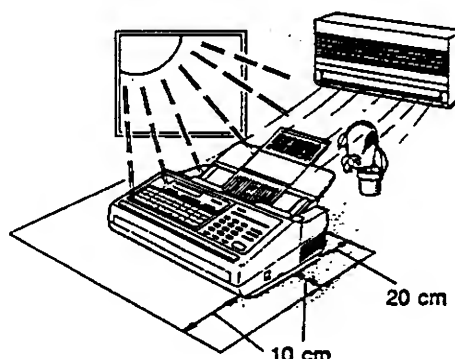
### Setting the Speaker Volume

When the fax machine is making a call, you will hear the dial tone, the dialing signals and the ringing or busy signal through the built-in speaker. Rotate the **SPEAKER VOLUME** control on the right side of the unit to adjust the volume to a comfortable level. You will also hear the called person's voice through the speaker if the other station is set to manual reception. In this case you can talk with the called person by lifting the handset. (see page 50).



### Caution

1. Do not install the machine near heating or air conditioning units.
2. Avoid exposure to direct sunlight.
3. Install the machine on a flat surface and leave at least 10 cm of space between the machine's front and both sides and other objects. 20 cm of space is required between the rear panel and other objects.
4. Do not block the ventilation openings.
5. Do not place heavy objects, or spill liquids on the machine.



### Lightning Precautions

To minimize the possibility of damage due to lightning, a surge protector is built into your machine. Sometimes, though, this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or power line. To further protect the equipment when you know that a thunderstorm is approaching, we recommend that you:

- Turn off the power switch and unplug the power cord from the AC outlet.
- Unplug the telephone line cord from the telephone jack.

#### NOTE

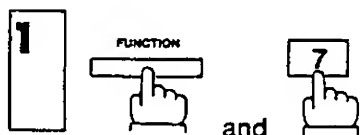


The battery pack in this machine only backs up the RAM data (that is, clock, telephone No., logo, ID number and so on).

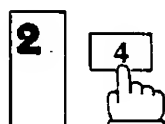
## Setting the Dialing Method (Tone or Pulse)

Your facsimile machine can operate with either one of two dialing methods (Tone or Pulse), depending on the type of telephone line you are connected to.

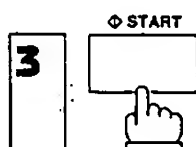
Your facsimile machine is preset at the factory for Pulse (Rotary) Dialing. If your telephone line requires Tone Dialing, set your machine to Tone Dialing using the following procedure.



SET MODE  
NO. = 1



FAX PARAMETERS



FAX PARAMETER  
NO. = 1

**4** Enter the Fax parameter number.  
Press 7 and START.

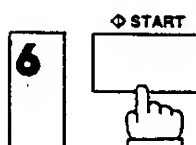
07 DIALLING METHOD  
2: PULSE

If you make a mistake entering the Fax parameter number, press CLEAR, then reenter the correct number.

**5** Enter the new setting value.  
Press 1.

07 DIALLING METHOD  
1: TONE

1 changes to Tone Dialing.  
To return to Pulse Dialing, press 2.



08 RELAY XMT REQUEST  
1: INVALID



To return to standby,

15-DEC-1990 15:00



## Final Installation Test

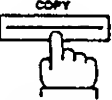
After installing your machine, it is advisable to make a copy or send a fax by direct dialing to check if the machine is working properly.

2




- 1** Place a document face down on the ADF.  
Adjust left and right Document Guides.

DOCUMENT SET

- 2a**   
(For more details, see page 42.)

\* COPY \*

- 2b**  and a full number

Ex: **5 5 5 1 2 3 4**  
(For more details, see page 36.)

\* DIALING \*  
■

\* DIALING \*  
5551234 ■

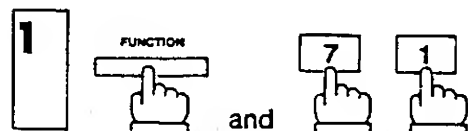
# 3 SETTING UP YOUR FACSIMILE

Before sending or receiving a document, you should set all user and fax parameters required by your machine.

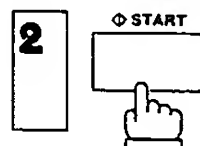
## User Parameters

### Setting the Date and Time

You can set or reset the date and time when your machine is in standby, or when you have already placed a document on the ADF.



USER PARAMETERS



DATE & TIME  
1-01-1900 12:00

The display will show a date and time. Use the keypad to enter month (two digits), the new day (two digits), year and time (24-hour clock).

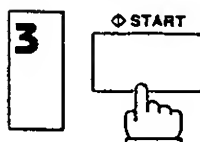
Ex: 15 DEC., 1990 15:00

1 5 1 2 1 9 9 0 1 5 0 0

DATE & TIME  
15-12-1990 15:00

If you make a mistake, you can use **<** to move the cursor to the left and **>** to move the cursor to the right. Key in the correct number as necessary.

To set the date and time,



LOGO

LOGO appears in the display. You can go on to set the LOGO, or return to standby the pressing **STOP**.

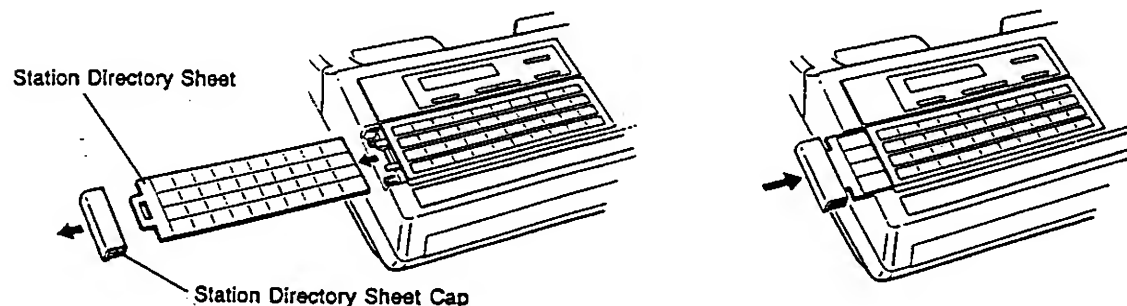
15-DEC-1990 15:00

## How to Set Your LOGO

The LOGO helps identify you to someone who receives your document. To set your LOGO (25 characters maximum) use the One-Touch/Character keys.

You can set your LOGO by referring to the Character Key Layout Sheet which is under the Station Directory Sheet.

The One-Touch keys on the control panel also serve as character and symbol input keys when you record your LOGO and other station names. This layout is printed on the panel under the Station Directory Sheet, which can be pulled out as shown below.

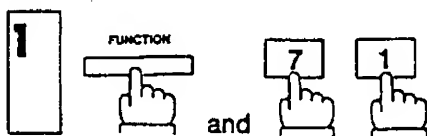


Use the **[P8]** (UPPER/LOWER) key to switch the upper case (lower case) to lower case (upper case) characters.

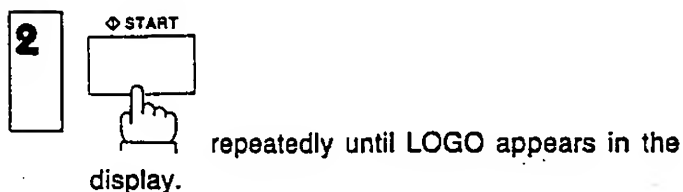
Character Key Layout

01	a/A	02	b/B	03	c/C	04	d/D	05	e/E	06	f/F	07	g/G	08	h/H	09	i/I	10	j/J
11	k/K	12	l/L	13	m/M	14	n/N	15	o/O	16	p/P	17	q/Q	18	r/R	19	s/S	20	t/T
21	u/U	22	v/V	23	w/W	24	x/X	25	y/Y	26	z/Z	27	á/Á	28	ä/Ä	29	ö/Ö	30	ü/Ü
31	+/-	32	/&	P1	é/(	P2	é/)	P3	/.	P4	/.	P5	/.	P6		P7	SPACE	P8	UPPER/LOWER

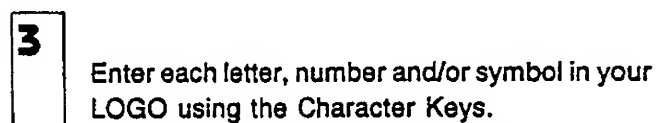
If you have just set the date and time and pressed **START**, go to Step 3 below. If not, start from Step 1.



USER PARAMETERS



LOGO



LOGO UF 270  
Fax

Ex: for UF 270 Fax. **U F SPACE 2 7 0 F UPPER/LOWER a x**

The first six characters are displayed on the upper line and the remaining characters are displayed on lower line.

To erase all entered characters, move the cursor to the first character pressing **<** or **>** and press the **CLEAR** key.

To erase one character, move the cursor to the left of the character you want to erase and press the **CLEAR** key.



ID NO.

ID No. appears in the display.  
You can go on to set the ID, or return to standby by pressing **STOP**.

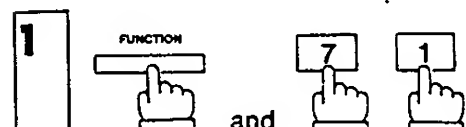
15-DEC-1990 15:00

## How to Set Your Identification (ID) Number

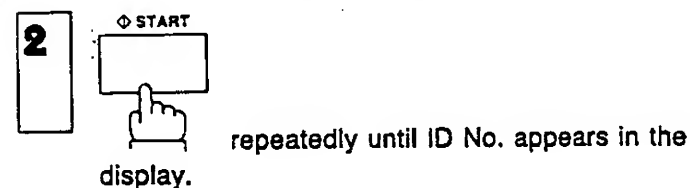
When you transmit, your ID will appear on the other party's display.

When you receive documents, the sender's ID will appear on your display. We suggest you use your facsimile telephone number as your ID, but you may use any number up to 20 digits long.

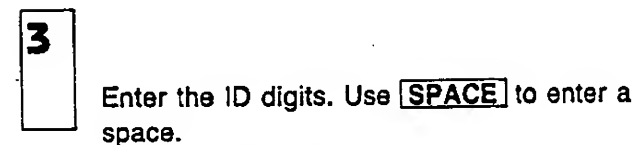
If you have just set your LOGO and pressed **START**, go to Step 3. If not, start from Step 1.



USER PARAMETERS



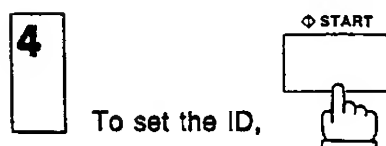
ID NO.



Ex: **1 SPACE 2 1 2 SPACE 1 1**  
**1 SPACE 1 2 3 4**

Press **CLEAR** if you enter an incorrect number.  
 If you try to enter more than 20 digits you will hear a faint pip-pip-pip sound.

ID NO.  
 1 212 111 1234



**POLLING PASSWORD** appears in the display.  
 You can go on to set the **POLLING PASSWORD**, or return to standby by pressing **STOP**. To set **POLLING PASSWORD**, see page 25.

POLLING PASSWORD



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**NOTE** You can also input "+" character in the ID number from character key layout sheet. "+" character usually means that the following digit(s) is the country code.

Ex: +1 212 111 1234 +1 for U.S.A. country code  
 +81 3 111 1234 +81 for Japan country code

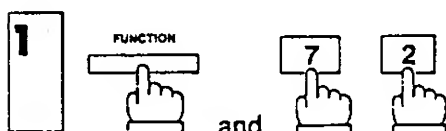
## Entering One-Touch/Abbreviated Dialing Numbers

If you use a number regularly, to save yourself time entering the whole number, you can either give it a One-Touch number or an Abbreviated number.

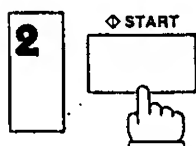
A total of up to 140 One-Touch and Abbreviated numbers may be entered.

- Abbreviated Dialing Numbers [00—99]: Max. 100
- One-Touch Dialing Numbers [01—32]
- Program Keys [P1—P8] (available to enter as a One-Touch Dialing number, see page 54)

The entered One-Touch/ABBR. numbers are sorted and stored in memory.



ONE - TOUCH / ABBR. NOS.



ONE - TOUCH / ABBR. █

Go to Step 3a to enter a One-Touch Dialing number.

Go to Step 3b to enter an ABBR. Dialing number.

To enter a One-Touch Dialing Number,

**3a** Press a One-Touch key (01—32).  
Ex: **07**

<07> TELEPHONE NO. █

**4a** Enter facsimile telephone number (up to 36 digits) including pauses and spaces.  
Ex: **9 PAUSE 3 8 0 SPACE 2 7 6 5**

<07> TELEPHONE NO.  
9 - 3 8 0 2 7 6 5 █

If you require a special access number to get an outside line, enter it first and then press **PAUSE**. A hyphen "-" is displayed for pause. Use **SPACE** to enter a space between the numbers to make it easier to read.

If you input a wrong number in Step 4a, press **CLEAR** to erase the number before the cursor, then re-enter the right number and press **START**.

To enter an Abbreviated Number,

**3b** Press **ABBR** key and two keys on the keypad to enter any code from 00 to 99.  
Ex: **ABBR 6 2**

[62] TELEPHONE NO. █

**4b** Enter facsimile telephone number (up to 36 digits) including pauses and spaces.

Ex: **9** **PAUSE** **3** **8** **0** **SPACE** **2** **7**  
**6** **5**

[62] TELEPHONE NO.  
9-380 2765

**5** To set the number,



<07> STATION NAME

**6** To enter the receiving station's name (up to 15 characters) use the One-Touch/Character keys (see page 17).

Ex: **P** **A** **N** **A** **S** **O** **N** **I** **C**

<07> STATION NAME  
PANASONIC

**7** To set the name,



If the receiving party has another facsimile machine at the same location, you may enter it here as an alternative ABBR. NO. by pressing a One-Touch or ABBR. key and two digits.

Ex: **03**

<07> ALT ABBR. NO.  
<03> (Station name)

**8** To set the alternative ABBR. NO.,



ONE-TOUCH/ABBR.

**9** Repeat Steps 3a/3b to 8 to record additional numbers, or, to return to standby, press **STOP**.

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1. If you want to go back and change anything, e.g. the telephone number, press **START** repeatedly to back to step 2 and enter same One-Touch or ABBR. NO.
2. If your machine is set for Relayed Transmission and/or Confidential Facsimile, the display will show NETWORK ADDRESS when you press **START** in step 8.  
To print out a One-Touch/ABBR. Dialing Number List, see page 68.

---

The entered station names and their phone numbers are sorted by the following regulations:

- Station names are sorted in the order shown in the Sorting Priority Table on the next page.
  - If two or more same station names are entered, they are sorted in alphabetical order, and are stored in the directory table in the machine as shown below.
- To printout a Directory Search List, see page 68.

Example:

<u>Station Name</u>	<u>Phone Number</u>
Geneva	011 41 22 1111234
Hong Kong	011 852 5 1111234
London	011 44 1 1111234
New York	001 212 1111234
Rome	011 39 6 1111234
Singapore	011 65 1111234
Stockholm	011 46 8 1111234
Sydney	011 61 2 1111234
Tokyo	011 81 3 1111234
Wellington	011 64 4 1111234

You can easily look up a telephone number using the Directory Search operation in any dial number setting (see page 33) the same as if you were looking up the number in a telephone directory.



## Sorting Priority

High ← ----- → Low

Space	High	A	High	À	High
#	↑	B	↑	Á	↑
&		C		Â	
,		...		Ã	
(		Y		Ä	
)		Z		Å	
*				Ö	
+		a		Û	
-		b		ä	
.		c		å	
:		...		ö	
/		y		ë	
0		z		all space	
1			↓		↓
2			Low		Low
...					
8					
9	Low				

Example: In the case of the following station names being entered

- (1) #AA and A(sp)A  
#AA is looked for prior to A(sp)A.
- (2) ZZZ and (sp)AA  
(sp)AA is looked for prior to ZZZ.
- (3) AA and dd  
AA is looked for prior to dd.

### NOTE



(sp): Space



## Filling Out the Station Directory Sheet

Slide the station Directory Cap to the left (see page 17) and remove it.

Then pull out the Station Directory Sheet. Use a pencil or ball-point pen to fill in the station director with station names corresponding to the One-Touch number keys.

Station Directory Sheet

01 A	02 B	03 C	04 D	05 E	06 F	07 G	08 H	09 I	10 J
11 K	12 L	13 M	14 N	15 O	16 P	17 Q	18 R	19 S	20 T
21 U	22 V	23 W	24 X	25 Y	26 Z	27	28	29	30
31	32	P1	P2	P3	P4	P5	P6	P7	P8

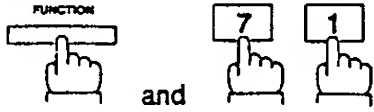

**NOTE**




If you use a pen, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the Station Directory Sheet.

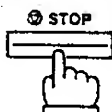
## Entering Polling Password

You will need to set a Polling Password before you perform a polling operation. If you do not set a Polling Password when you are setting the User Parameter, you can set a temporary Polling Password during the polling operation.

- 1  and
- 2  repeatedly until POLLING PASSWORD appears in the display.

- 3 Enter four-digit password.  
Ex: 1 2 3 4

- 4  To set the polling password,

- 5  To return to the standby mode,

Date and time appear in the display.

USER PARAMETERS

POLLING PASSWORD

||||

POLLING PASSWORD

1234

DATE & TIME

15-12-1990 15:00

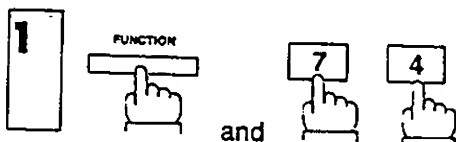
15-DEC-1990 15:00

## FAX Parameters

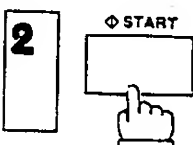
Your facsimile machine has a variety of adjustable FAX parameters.

The machine has been preset with certain standard (default) settings, but you can change them to suit your individual needs. A Parameter Table is shown on the following two pages.

### Setting Fax Parameters



FAX PARAMETERS



FAX PARAMETER  
NO. - **1**

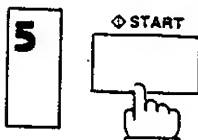
**3** Enter a fax parameter number from the Parameter Table on page 27.

Ex: **0 1** and **START** for Resolution.

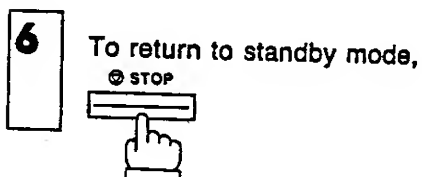
01 RESOLUTION  
**1**: STANDARD

**4** Enter number for change.  
Ex: Change Resolution from STANDARD to FINE **2**

01 RESOLUTION  
**2**: FINE



02 ORIGINAL  
**1**: NORMAL



15-DEC-1990 15:00

## Fax Parameter Table

3



Parameter number	Parameter	Setting Number	Setting	Standard Setting
01	Resolution	1	Standard	○
		2	Fine	
		3	Super Fine	
02	Contrast (ORIGINAL)	1	Normal	○
		2	Dark	
		3	Light	
03	Verification Stamp	1	OFF	
		2	ON	○
04	Polled	1	OFF	○
		2	From ADF	
05	Automatic Journal Print	1	OFF	
		2	Automatic Print	○
06	Header Print	1	Inside copy area	○
		2	Outside copy area	
		3	Not printed	
07	Dialing Method	1	Tone	
		2	Pulse	○
08	Relayed XMT	1	Invalid	○
		2	Valid	
09	Confidential Fax	1	Invalid	○
		2	Valid	
10	Key Tone	1	Soft	○
		2	Loud	
11	Password XMT	1	Invalid	○
		2	OFF	
		3	ON	
12	Password RCV	1	Invalid	○
		2	OFF	
		3	ON	
15	ECM (Error Correction Mode)	1	OFF	
		2	ON	○
19	Automatic Individual XMT Journal	1	OFF	○
		2	ON	
20	Fax Access Code	1	Invalid	○
		2	Valid	
32	Initial Operator Call	1	OFF	
		2	ON	○



NOTE Depending on the PBX conditions at the time the fax machine is called, the number of rings may differ from the setting number.

## 4 SENDING DOCUMENTS

### Documents You Can Send

In general, your machine will send any document printed on A4-size paper or paper up to B4 size. If you want to send a document longer than 297 mm up to 1000 mm, it requires operator's assistance.

### Documents You Cannot Send

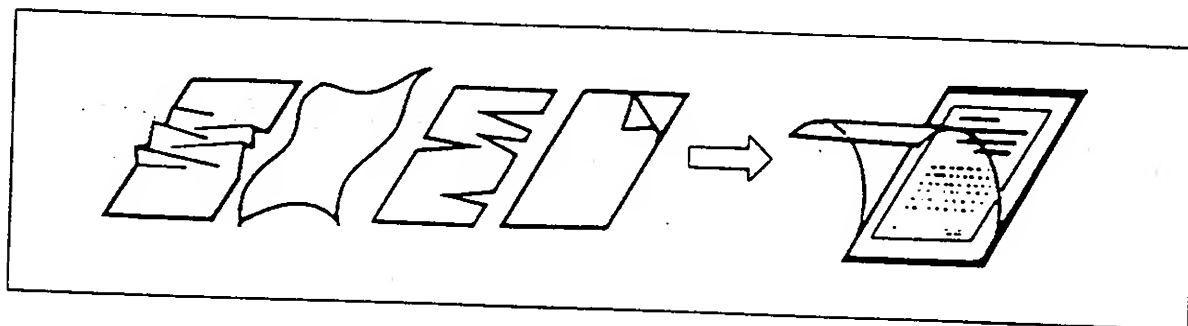
You must never try to send documents that are;

- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (for example, airmail paper, pages from some magazines)
- Too thick (for example, card)
- Chemically processed (for example, pressure-sensitive paper or carbon paper)
- Coated (for example, glossy paper)
- Smaller than 148 mm (wide) × 73 mm (long)
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first, and then transmit the copy.

### How to Use Carrier Sheet

If you send documents wrinkled, curled, folded, too thin, or smaller than 148 mm (W) × 73 mm (L), you can send them using the Carrier Sheet. Put them in the Carrier Sheet, and then place the carrier in the ADF with the sealed edge first.



Sealed edge



**Document thickness**

Single sheet: 0.08 to 0.15 mm

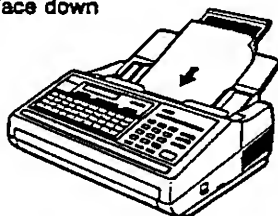
Multi-sheet: 0.08 to 0.13 mm

## Loading Documents

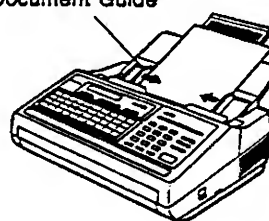
Make sure that your document is free of staples and paper clips, and is not torn or creased.

Place the document face down on the ADF with the top edge going into the machine and slide it forward until it stops. Adjust the document guides to ensure that the document is centered on the ADF.

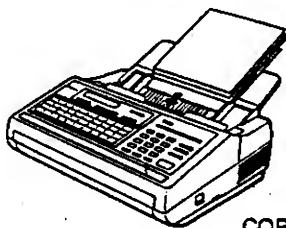
Face down



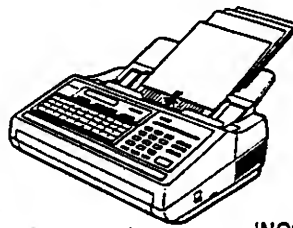
Document Guide



If you are sending two or more pages, make sure that the bottom sheet enters first. You can stack up to 30 sheets on the ADF at one time. If you want to send additional pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than 30 sheets on the ADF at any one time.



CORRECT



INCORRECT

When you set a document on the ADF the display message will change from Date and Time (which is the standby mode) to DOCUMENT SET. You can now change the transmission settings, or begin the dialing procedure.

DOCUMENT SET

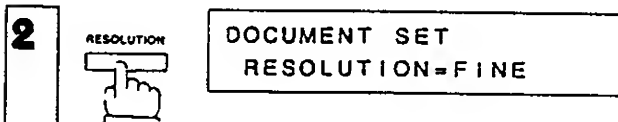
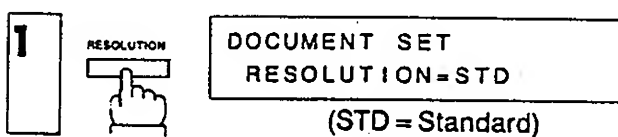
# 5 BASIC TRANSMISSION

## Basic Transmission Settings

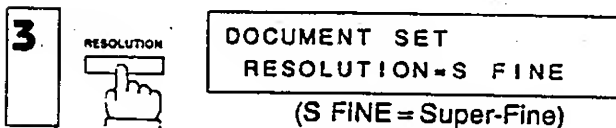
You can temporarily change ten basic settings (Resolution, Contrast, Halftone, Verification Stamp, XMT Journal, Polled, Password XMT, Total Pages, and Error Correction Mode) before any transmission. After the transmission is finished, your machine will automatically return to the normal settings.

### Setting Resolution

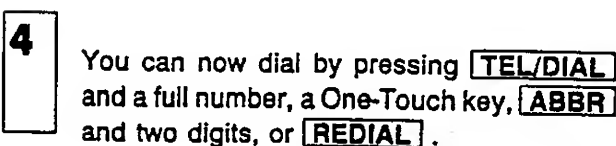
Your machine is preset to STANDARD resolution, which is suitable for ordinary documents. Use FINE or Super-FINE for very detailed documents. Using FINE or Super-FINE will slow down transmission slightly.



If satisfied, go to Step 4.

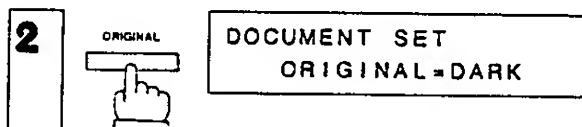
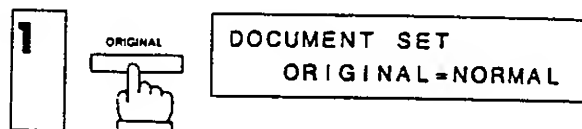


To return to STANDARD, press **RESOLUTION** again.

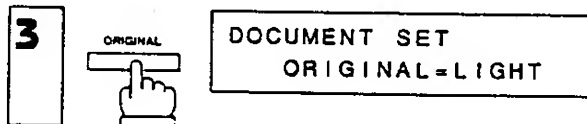


### Setting Original

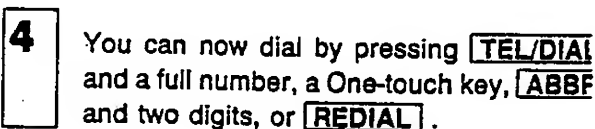
Your machine is preset to NORMAL contrast. If you have to send a dark document, you may get better results by changing the setting to DARK. If you have to send a light document, it may be wise to change the setting to LIGHT. As a test, you can make a test copy before transmitting (see page 42).



If satisfied, go to Step 4.



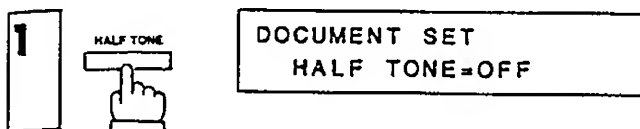
To return to NORMAL, press **ORIGINAL** again.





## Half Tone Setting

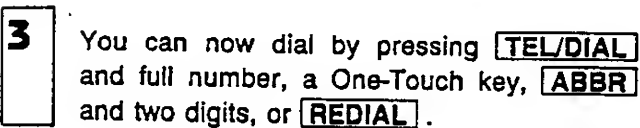
The Halftone setting is useful when sending photographs or illustrations with grey tones. Your machine is preset to HALFTONE = OFF.



Your display should show HALF TONE = OFF.

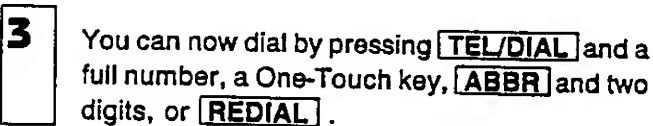
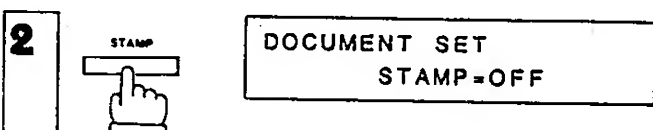
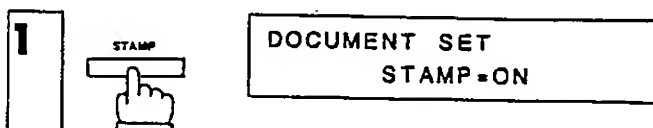


In this case Resolution is automatically set to FINE. If you wish to go to HALF TONE = OFF, press **HALF TONE** again.



## Verification Stamp Setting

The verification stamp confirms successful transmissions by stamping the bottom of each transmitted page with a small pink ⊗ mark. Your machine is preset to STAMP = ON.



## Setting Total Pages/ECM/XMT JRNL

### Total Pages

The page number will be printed at the top of each page you send.

You can also set the total number of pages you send to that it will be printed on each page in addition to the page number (for example, 01/05, 02/05).

### Error Correction Mode (ECM)

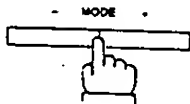
If your ECM mode is set to ON it will provide error free copy when your fax machine is connected to another fax machines which also has ECM mode capabilities.

Your machine is preset to ECM = ON. If the telephone line is poor, the transmission will take longer because the machine will have to retransmit the lines that have errors. If transmission time is more important than the quality of the received copy, you may set your fax machine to ECM = OFF. This will disable the ECM mode for the transmission regardless of the capability of the receiving machine.

### Automatic Individual Transmission Journal (XMT JRNL)

You may want to keep a separate record of each transmission you make. Your machine can save you the trouble of writing records by printing out a Transmission Journal for you at the end of every transmission. The machine is preset to XMT JRNL = OFF.

**1**



repeatedly, until;

- To select Total Pages setting  
Go to Step 2a.
- ECM setting  
Go to Step 2b.
- XMT JRNL setting  
Go to Step 2c.

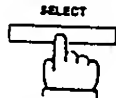
**2a**

Enter any number from 1-99.

Ex: **5**

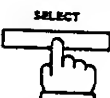
If you make an error, press **CLEAR** and re-enter the correct number.

**2b**



To return to ECM = ON, press **SELECT** again.

**2c**



To return to XMT JRNL = OFF, press **SELECT** again.

**3**

You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and two digits, or **REDIAL**.

DOCUMENT SET  
TOTAL PAGES=**5**

DOCUMENT SET  
ECM=ON

DOCUMENT SET  
XMT JRNL=OFF

DOCUMENT SET  
TOTAL PAGES=**5**

DOCUMENT SET  
ECM=OFF

DOCUMENT SET  
XMT JRNL=ON

## Dialing Techniques

This section explains how to perform the following:

- Directory Search Dialing
- Direct Dialing (On-Hook Dialing or Off-Hook Dialing)
- One-Touch Dialing
- Abbreviated Dialing
- Redialing

Be sure that the "DOCUMENT SET" message appears on the display before dialing.

### Directory Search Dialing

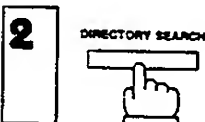
Directory Search is useful when you want to look up a telephone number by entering the station name.

You can search for your number by pressing the DIRECTORY SEARCH key and entering part (a letter) or all of the station name in any of the following dial number settings:

- Standby mode
- Station Name Entry in Timer Transmission/Timer Polling
- Station Name Entry in Relayed Transmission
- Station Name Entry in Polled
- Station Name Entry in Reverse Polling
- Station Name Entry in Confidential Transmission
- Station Name Entry in Transmission Reservation

The following is an example of the Directory Search operation.

- 1 Place a document face down on the ADF.  
Adjust left and right Document Guides.



ENTER LETTERS

- 3 Enter the station name (up to 15 digits) you want to search for and press the **[+]** or **[-]** key.  
Ex: To search for "GENEVA" in the directory table shown on page 22.

- (1) Entering full station name:  
Enter "GENEVA."

ENTER LETTERS  
GENEVA

Press the **[CLEAR]** key to correct if necessary. Characters are erased one at a time to the left each time the **[CLEAR]** key is pressed.

Press the **[+]** or **[-]** to start searching.

The machine searches for name recognition between the entered and registered station name, and the station name appears on the display, if registered.

DIRECTORY SEARCH  
[23] GENEVA

(2) If part of a station name to search for is entered and there are several registered station names beginning with the same letter, the machine displays the first station name belonging to the entered letters in the directory table.

- Enter "S" to search for "SYDNEY".

ENTER LETTERS

S

- Press the **+** or **-** to start searching.

The machine displays "SINGAPORE" which is the first station name belonging to the same entered letter.

DIRECTORY SEARCH

[ 19 ] SINGAPORE

- The "NOT FOUND" message will appear if the name is not registered (see page 35).

When you do not enter anything to search for, "GENEVA" appears.

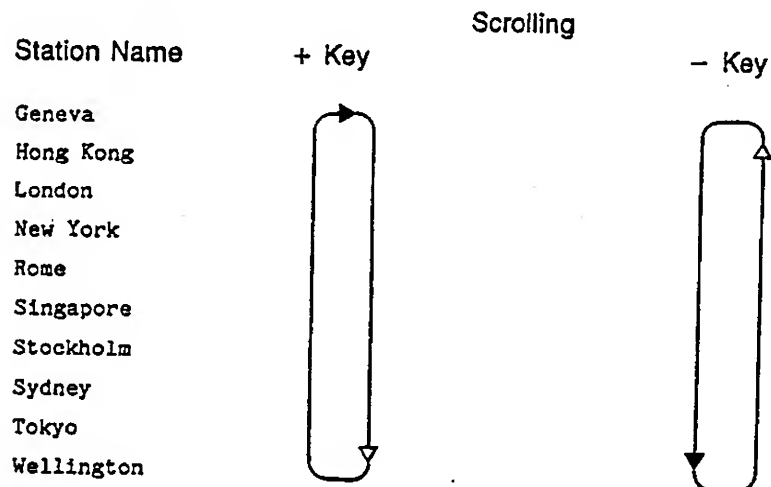
4

Press the **+** or **-** key repeatedly until your target station appears.

DIRECTORY SEARCH

[ 23 ] SYDNEY

- All registered station names will appear sequentially by pressing the **+** or **-** key. Press the **+** key to scroll the station name up, press the **-** key to scroll down from the current display.



5

Press the **START** key when you want to dial the selected station. The machine begins to dial.

## Error messages In Directory Search

### (1) "NOT FOUND" Message

The station name corresponding to the entered letters is not registered if the "NOT FOUND" message appears.

- To see the all registered station names, press the **[+]** or **[-]** key to scroll up/down.
- To re-enter the station name and to search again, press the **[CLEAR]** and **[DIRECTORY SEARCH]** keys.
- To return to standby mode, press **[STOP]** key.

### (2) "NO DOCUMENT" message

This message appears when the station name was found and the **[START]** key was pressed without a document on the ADF.

- To dial, press the **[CLEAR]** key and place a document on the ADF and press the **[START]** key.

The Directory Search operation in this manual describes how to use the **[DIRECTORY SEARCH]** key to find the number you are searching for. You should become familiar with this time-saving feature.



## Direct Dialing (On-Hook Dialing)

**1**

Place a document face down on the ADF.  
Adjust left and right Document Guides.

**2**



**3**

Use the keypad to "dial" a number.

Ex. **5 5 5 1 2 3 4**

Your machine will dial the number. If the line is free, your documents will be sent.

If the other station has an ID, it will appear on the display.

When transmission ends, the display shows the number of pages sent.

If the line is busy, your machine will redial the number for you up to twice with three minute intervals.

If the line is still busy after the second automatic try, you can start another round of automatic dialing by **REDIAL** (see page 39).

If no contact is made, the display will show an information code.

If you hear a voice through the speaker, pick up the handset to talk to the other party.

\* DIALLING \*

\* DIALLING \*  
5551234

ON LINE \* XMT \*  
551234

ON LINE \* XMT \*  
ID: 516 555 1234

COMPLETED  
TOTAL PAGES=05

WAITING TO DIAL  
551234

INCOMPLETE  
INFO CODE=630

## Off-Hook Dialing

- 1 Place a document face down on the ADF. Adjust left and right Document Guides.

- 2 Lift the handset.



DOCUMENT SET

- 3 Use the keypad to dial a number.

Ex. **5 5 5 1 2 3 4**

If you require a special access number to get an outside line, dial it first and then press **PAUSE** to enter a pause (represented by a "--") before dialing the full number.

Ex: **9 PAUSE 5 5 5 1 2 3 4**

DOCUMENT SET  
5551234

- 4 When you hear a beep sound,

START



Replace the handset.

ON LINE \* XMT \*

If the other station has an ID, it will appear on the display.

When transmission ends, the display shows the number of pages sent.

If the line is busy, replace the handset. Then try again several minutes later by pressing **REDIAL**.

ON LINE \* XMT \*  
ID: 5551234

COMPLETED  
TOTAL PAGES=05

\* DIALLING \*  
5551234

## One-Touch Dialing/Abbreviated Dialing

When you want to dial using a One-Touch key, go to Step 1a.

When you want to dial using Abbreviated Dialing, go to Step 1b.

**1a**

Press a One-Touch key.

Ex: **07**

\* DIALLING \*  
<07> (Station name)

**1b**



and two keys.

Ex: **6 2**

\* DIALLING \*  
[62] (Station name)

The display will show the ABBR. No. and station name. The full number (e.g. 9-5551234) will then be dialed and shown on the display.

If the number dialed answers, document transmission will start. If the other station has an ID, it will appear on the display.

When transmission ends, the display will show the number of pages sent.

**When an alternative ABBR. NO. is set.**

If the number is busy, the machine will automatically dial the alternative ABBR. NO. which you have already recorded.

Ex: **11** (See page 20.)

\* DIALLING \*  
9-555 1234

ON LINE \* XMT \*  
ID:

COMPLETED  
TOTAL PAGES=05

\* DIALLING \*  
<11> (Station name)

If the alternative number is also busy, the machine will wait three minutes and then automatically redial the 1st number and alternative number each up to twice.

**When alternative ABBR. NO. is not set.**

If the number is busy, the machine will wait three minutes and then automatically redial the same number up to twice.

WAITING TO DIAL  
<07> (Station name)

WAITING TO DIAL  
<07> (Station name)

If no contact is made, the display will show an information code (e.g., CODE=630 indicates the line was busy).

INCOMPLETE  
INFO. CODE=630

**NOTE**



1. To redial a busy number, see page 39.
2. The machine does not dial the alternative ABBR. No. when the document is sent by Relayed Transmission.
3. If you hear a voice through the speaker, pick up the handset to talk to the other party.



## Redialing

If the number you dialed is busy or there is no answer, your machine will wait three minutes and then automatically redial the number for you up to twice.

If no contact is made, the display will show an information code.

You can redial the last number (e.g. 07) by simply pressing **REDIAL**.

You can use Redial after dialing a number when using one of the following,

- One-Touch Dialing
- Abbreviated Dialing
- Direct Dialing from the keypad
- Directory Search Dialing
- Redialing

Your machine will redial the last number a total of three times.

Even if you make contact and succeed in sending your documents, you can still use **REDIAL** to contact the same number again.

\* DIALLING \*  
<07> (Station name)

INCOMPLETE  
INFO. CODE=630

WAITING TO DIAL  
<07> (Station name)

5



\* DIALLING \*  
<07> (Station name)

## Transmission Reservation

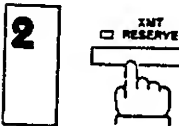
If you are in a hurry to send some documents, but your facsimile machine is busy receiving documents, you can save time by reserving the machine for transmission.

"Reserving" means presetting a One-Touch, Abbreviated Dialing, or full telephone number. The machine, when it has finished receiving, will automatically begin to dial the number you set.

### Setting Transmission Reservation

- 1 Place a document face down on the ADF. Adjust left and right Document Guides.

ON LINE \* RCV \*



XMT RESERVE  
ENTER STATION

- 3 Dial by pressing a One-Touch key, **DIRECTORY SEARCH**, **ABBR** and two digits, or **TEL/DIAL** and a full number.

XMT RESERVE  
[15] (Station name)

Ex: **ABBR** **1** **5**

- 4 To set the XMT reserve,



ON LINE \* RCV \*  
XMT RESERVED

## Canceling Transmission Reservation

If necessary, you can also cancel XMT RESERVE while your machine is still busy with receiving documents.

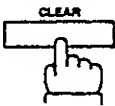
1



The number you reserved will appear.

XMT RESERVE  
[15] (Station name)

2



XMT RESERVE  
ENTER STATION

3



Now, when your machine finishes receiving documents it will automatically return to standby.

ON LINE \* RCV \*

5



## 6 MAKING COPIES

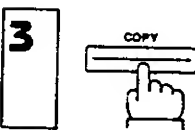
Before you send a document, you can make a copy of it to see what it will probably look like to the person who receives it.

When making a copy, your machine will automatically select Fine Resolution, unless you change the setting.

- 1 Place a document face down on the ADF.  
Adjust left and right Document Guides.

DOCUMENT SET

- 2 If necessary, adjust **RESOLUTION** ,  
**ORIGINAL** , and **HALF TONE** .  
(See pages 30 and 31).



The machine begins making a copy.

\* COPY \*

### NOTE



To stop the copy process, press **STOP** .

To make copies of more than 30 pages add additional pages while at least one page still remains on the ADF.  
When making a copy, your machine will automatically select Fine Resolution, unless you change the setting.

# 7 RECEIVING DOCUMENTS

Your machine is provided with both an Automatic Reception mode and a Manual Reception mode. The selection of reception mode is made by using the MODE key.

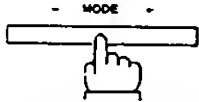
## Automatic Reception

Your facsimile machine is preset to receive documents automatically, and you do not need to answer the telephone when it rings.

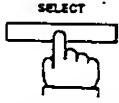
## Manual Reception

### How to Set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both Fax and Voice, you can set the machine to Manual Reception.


**1**  until RCV = AUTO appears in the display.

15-DEC-1990 15:00  
RCV=AUTO

**2**  To return RCV = AUTO, press **SELECT**.

15-DEC-1990 15:00  
RCV=MANUAL

To return to standby,

**3** 

15-DEC-1990 15:00  
MANUAL RCV

7

If your machine is set for manual reception and the telephone rings.

**1**

Lift the handset.

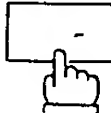
If you hear a beep...beep...beep sound, it means someone wants to send a fax. If the caller answers and says he/she wants to send a fax, then ...

15-DEC-1990 15:00

**2**

If you have a document on the ADF, remove it.

START



Your machine starts receiving the documents.

ON LINE \* RCV \*

**3**

Replace the handset.

If the other station has an ID, it will appear on the display.

ON LINE \* RCV \*  
ID: 211 111 1234

COMPLETED  
TOTAL PAGES=01

## 8 POLLING

Polling means calling other station(s) to receive a document. The other station(s) must know in advance that you will call and must have a document set on the ADF.

### How to Prepare to be Polled

In order to let other stations poll your machine, you must set your machine with a document on the ADF. Be sure to set the polling password (see page 25) before setting the document on the ADF. After being polled, your machine will automatically return to the preset setting.

1

Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET

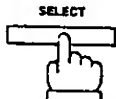
2



repeatedly, until POLLED appears in the display.

DOCUMENT SET  
POLLED=OFF

3



You are now set for POLLED=ON. If you press SELECT again, the setting will return to POLLED=OFF.

DOCUMENT SET  
POLLED=ON

8

#### NOTE

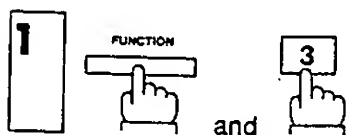


You can still receive ordinary transmissions when you are set to be polled.

## How to Poll

The following procedure allows you to poll one station or up to 140 stations. If you want to poll two or more stations, you must use One-Touch dialing or Abbreviated dialing numbers.

When polling ends, a Multistation Communication Journal is automatically printed out. This journal lists the stations polled and indicates whether polling was successful or not.



The Polling password appears if it has been previously set.

A temporary polling password message appears if it has not been previously set.  
Enter temporary polling password if required.

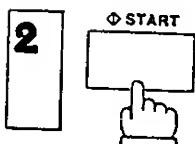
Ex: **4 3 2 1**

POLLING  
PASSWORD = 9856

POLLING  
PASSWORD = ■■■■

POLLING  
PASSWORD = 321

POLLING  
ENTER STATION(S)



**3** Dial by pressing a One-Touch key, **ABBR** and two digits, **TEL/DIAL** and a full number or **DIRECTORY SEARCH** key.

Ex: **ABBR** **3** **5**

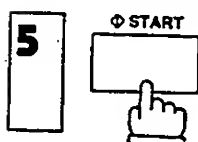
POLLING  
[35] (Station name)

To erase or change stations set in Step 2 or 3, press **CLEAR**.  
If you recorded several, use MODE **-** or **+** to find the station you want. Then press **CLEAR**.  
Add new stations with One Touch keys, or **ABBR** and two digits.

**4** To add more stations use One-Touch keys, **ABBR** and two digits, Program Key or **DIRECTORY SEARCH** key.

Ex: **15**

POLLING  
<15> (Station name)



\* DIALLING \*  
[35] (Station name)

The temporary password is erased after polling.



### Turnaround Polling (Combined Transmission and Polling)

This procedure lets you do two operations with one call, automatically. First, your machine will send a document to a station, and then it will poll the same station.

## CONCLUSIONS

## 9 USING YOUR TELEPHONE

### Making a Regular Call

You can use the handset on your machine to make regular calls. To do so, lift the handset and dial a full number just as you would using an ordinary telephone. If you wish, you can also use the One-Touch/ABBR. keys.

1

Remove any document from the ADF.

15-DEC-1990 15:00

2

Lift the handset.



15-DEC-1990 15:00

3

Dial by pressing a One-Touch key, **ABBR** and two digits, or a full number.

Ex: **02**

15-DEC-1990 15:00  
<02> (Station name)

15-DEC-1990 15:00  
555 1234

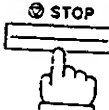
## What to Do When the Other Party is Set for Manual Reception

**1** If the other person's fax machine is set for manual reception, you will hear a voice through the speaker when you try to send documents.




**2** Lift the handset.



**3**  A rectangular button with the word "STOP" and a small circle with a dot inside. A hand is shown pressing the button.

**4** Tell the other person to prepare for reception.



**5** When you hear a beep,  A rectangular button with the word "START" and a small circle with a dot inside. A hand is shown pressing the button.

The machine begins sending your documents.

ON LINE \* XMT \*  
ID:

**6** Replace the handset.

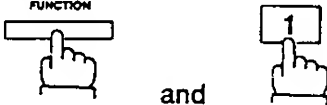
# 10 TIMER CONTROLLED COMMUNICATIONS

You can send a document at any preset time within 24 hours. Built-in timers, one for Deferred Transmission and other for Deferred Polling, make this timer communication possible. Note that you cannot set more than one Deferred Transmission and up to seven or up to eight Deferred Polling when not setting one Deferred Transmission (see page 53). However, you can set Deferred Transmission and Deferred Polling at the same time, as long as they start independently at different times.

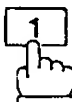
## Deferred Transmission

- 1** Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET

- 2**  and

DEFERRED COMM. NO. = **1**  
1: XMT 2: POLLING

- 3**  Select 1:XMT.

If the eight timers or a Timer Transmission have already been used for Polling, the "TIMER REGISTER FULL" message will appear.

START TIME **1** :

- 4** Enter start time using keypad. Use four-digit, 24-hour clock.

Ex: **2 3 3 0** (11:30 p.m.)

START TIME 23:30  
ENTER STATION **1**

If you enter the wrong time, press **CLEAR**, and then re-enter the correct time.

- 5** Enter station by pressing a One-Touch key, **ABBR** and two digits or Program key.

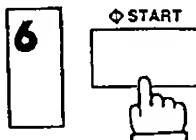
Ex: One-Touch key **02**

START TIME 23:30  
<02> (Station name) **1**

You cannot use Direct dialing in Step 5.

All stations to be called for Timer Controlled Communications must be set in advance using One-Touch/ABBR keys.

To erase or change stations, press **CLEAR**.



The entered time and dialing number is stored into a Timer file in your machine.

The Standby display and Deferred XMT display will flash alternately until transmission actually takes place.

\* STORE \*      No.001

\* STORE \* COMPLETED

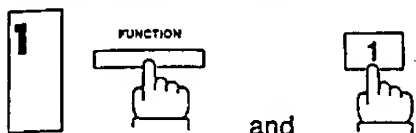
DOCUMENT SET

DEFERRED XMT    23:30  
<02> (Station name)

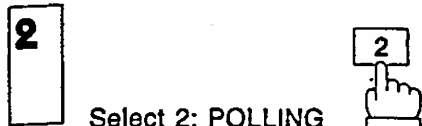
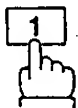


- NOTE**
1. When Timer Controlled Communications is set, you can still send, poll, or copy documents. To send, poll, or copy, remove deferred XMT document and simply follow the normal procedure. After the communication, put back the deferred XMT document on ADF.
  2. You cannot use SET MODE functions when Timer Controlled Communications is set. To cancel or change the settings, refer to Change Time or Stations In File Management (see page 64).

## Deferred Polling



and



Select 2: POLLING

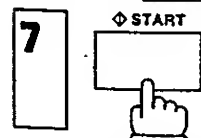
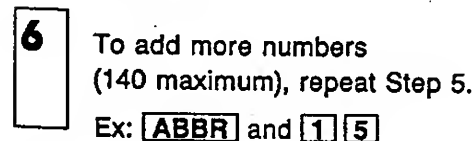
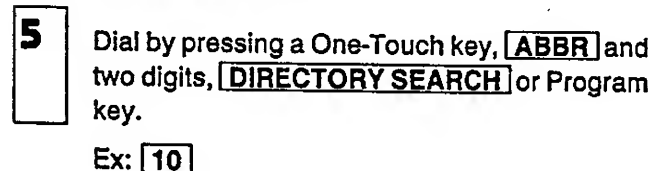
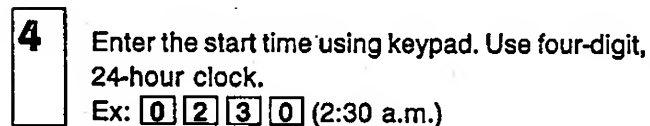
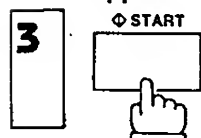
Polling password appears when it has been previously set.

A temporary Polling password setting message appears if it has not been previously set.

Enter a temporary Polling password if required.

Ex. **7 8 9 0**

If the eight timers have already been used "TIMER REGISTER FULL" message will appear.



The entered time and dialing number is stored into a Timer file in your machine.

The Standby display and Deferred Poll display will flash alternately until polling takes place.

To change the setting, you must select File Management (see page 64).

DEFERRED COMM. NO. = **1**  
1:XMT 2:POLLING

POLLING  
PASSWORD = **1234**

POLLING  
PASSWORD = **1111**

POLLING  
PASSWORD = **7890**

START TIME **1** :

START TIME 02:30  
ENTER STATION(S) **1**

START TIME 02:30  
<10> (Station name) **1**

START TIME 02:30  
[15] (Station name) **1**

\* STORE \* NO.001

15-DEC-1990 15:00

DEFERRED POLL 02:30  
[15] (Station name)

10

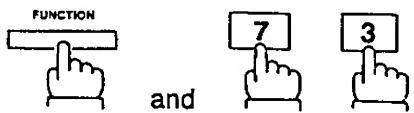





# 11 PROGRAMMED COMMUNICATION

## Setting Program Keys

Your fax machine has eight Special Program Keys. These keys are useful if you frequently need to send or Poll the same group of numbers. You can use these keys to store a sequence of stations to be Polled, a Deferred Transmission or Polling sequence, an additional One-Touch key, or a One-Touch group key.

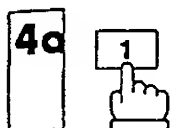
To set a number or a group of numbers in a Program key, follow the procedure below.

<b>1</b>		PROGRAM KEYS
<b>2</b>		PROGRAM KEY 
<b>3</b>	<p>Press one of the program keys <b>P1</b> to <b>P8</b>.</p> <p>Ex: <b>P1</b></p>	<p>NO. =  [ P1 ]</p> <p>1 : PROG. 2 : ONE-TOUCH</p>

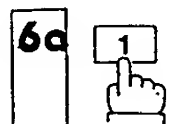
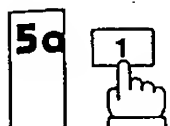
Now you can choose one program key mode out of the following four modes.

- |                         |                                |
|-------------------------|--------------------------------|
| ■ Deferred Transmission | : Go to Step 4a (see page 55). |
| ■ Normal Polling        | : Go to Step 4b (see page 56). |
| ■ Deferred Polling      | : Go to Step 4c (see page 58). |
| ■ Group Dialing         | : Go to Step 4d (see page 60). |
| ■ One-Touch Dialing     | : Go to Step 4e (see page 61). |

## Deferred Transmission



NO. = [P1]  
1:XMT/POLL 2:GROUP



for XMT

NO. = [P1]  
1:XMT 2:POLLING

**7a** Enter the start time in four digits, using the 24-hour clock.

Ex: **2 3 3 0** (11:30 p.m.)

START TIME 23:30  
ENTER STATION

**8a** Enter a station number by using a One-Touch key, or **ABBR** and two digits.

Ex: **02**

START TIME 23:30  
<02> (Station name)

**9a** To store the starting time and station numbers,

◇ START



PROGRAM NAME [P1]

**10a** Enter Program Name using One-Touch/Character keys (see page 17).

PROGRAM NAME [P1]  
PROG.A

**11a** To store the Program Name,

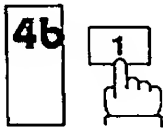
◇ START



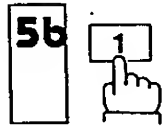
PROGRAM KEY



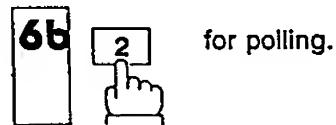
## Normal Polling



NO. =  [P1]  
1: XMT / POL 2: GROUP

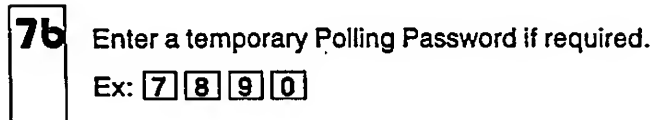


NO. =  [P1]  
1: XMT 2: POLLING

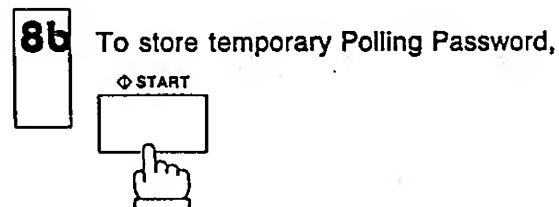


POLLING  
PASSWORD =

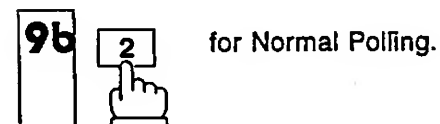
Polling Password appears when it has been previously set.



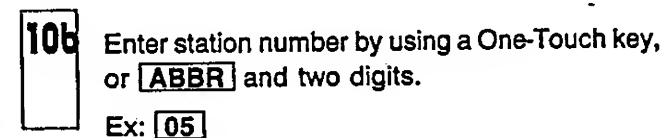
POLLING  
PASSWORD = 7890



DEFERRED POLL [P1]  
1: YES 2: NO NO. =



ENTER STN(S) [P1]



Add more station numbers, if necessary. You may use the MODE  or  key to review the station(s) entered before going to the next step. If you find error, press **CLEAR** to erase the displayed station.

ENTER STN(S) [P1]  
<05> (Station name)

**11b** To store the station numbers,

◇ START



PROGRAM NAME [P1]



**12b** Enter Program Name using One-Touch/  
Character keys (see page 17).

Ex: **P R O G . A**

PROGRAM NAME [P1]

PROG.A

**13b** To store the Program Name

◇ START

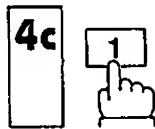


PROGRAM KEY

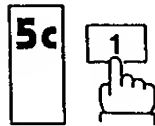
You can now set another Program keys by repeating  
the procedures from Step 3, or return to standby by  
pressing **STOP**.



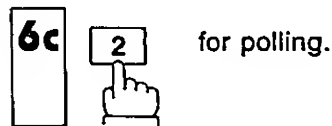
## Deferred Polling



NO. =  [P1]  
1:XMT / POL 2:GROUP

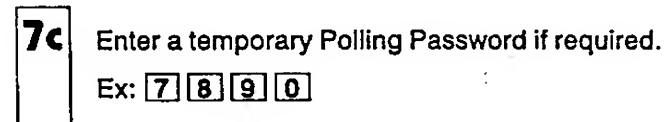


NO. =  [P1]  
1:XMT 2:POLLING

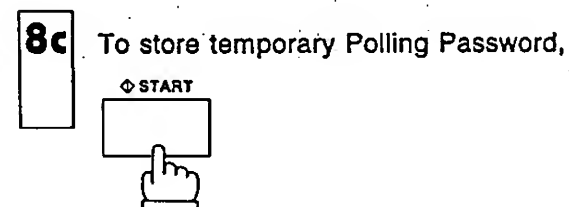


POLLING  
PASSWORD =

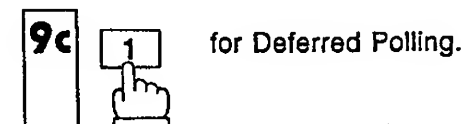
Polling Password appears when it has been previously set.



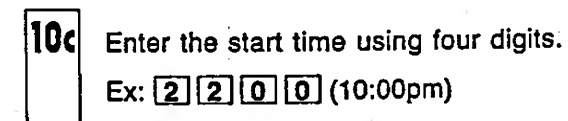
POLLING  
PASSWORD = 7890



DEFERRED POLL [P1]  
1:YES 2:NO NO. =



START TIME  :



START TIME 22:00  
ENTER STATION(S)

**11c** Enter station number by using a One-Touch key, or **ABBR** and two digits.

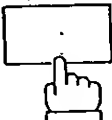
Ex: **ABBR** and **1 2**

Add more station numbers, if necessary. You may use the **MODE** **-** or **+** key to review the station(s) entered before going to the next step. If you find error, press **CLEAR** to erase the displayed station.

START TIME 22:00  
[12] (Station name) █

**12c** To store the station numbers,

◇ START



PROGRAM NAME [P1]  
█

**13c** Enter Program Name using One-Touch/Character keys (see page 17).

Ex: **P R O G . A**

PROGRAM NAME [P1]  
PROG.A █

11



**14c** To store the Program Name,

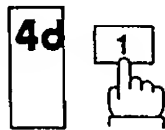
◇ START



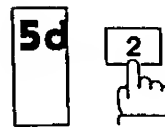
PROGRAM KEY █

You can now set another Program key by repeating the procedures from Step 3, or return to standby by pressing **STOP**.

## Group Dialing



NO. = [P1]  
1: XMT / POL 2: GROUP



ENTER STN(S) [P1]  
[ ]



Enter station number by using a One-Touch key, or **ABBR** and two digits.

Ex: One-Touch **01**, **02** and **ABBR** and **1 2**

Add more station numbers, if necessary. You may use the MODE **-** or **+** key to review the station(s) entered before going to the next step. If you find error, press **CLEAR** to erase the displayed station.

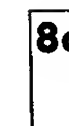
ENTER STN(S) [P1]  
[12] (Station name) [ ]



To store the station numbers,



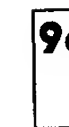
PROGRAM NAME [P1]  
[ ]



Enter Program Name using One-Touch/ Character keys (see page 17).

Ex: **P R O G . A**

PROGRAM NAME [P1]  
PROG. A [ ]



To store the Program Name,




PROGRAM KEY [ ]

You can now set another Program key by repeating the procedures from Step 3, or return to standby by pressing **STOP**.



**NOTE** You may use Program key as group dialing for multiple station polling or multiple station transmission when the relay XMT setting is set.


## One-Touch dialing

**4c**  for One-Touch number.

[P1] TELEPHONE NO.  
■

**5c** Enter facsimile telephone number (up to 36 digits).  
Ex: **1** **SPACE** **2** **1** **2** **SPACE** **1** **1** **1**  
**SPACE** **1** **2** **3** **4**


[P1] TELEPHONE NO.  
1 212 111 1234

**6c** To store telephone number,  
◆ START  


[P1] STATION NAME  
■

**7c** Enter station name using One-Touch/Character keys (see page 17).  
Ex: **N** **Y** **SPACE** **O** **F** **F** **I** **C** **E**

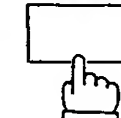
[P1] STATION NAME  
NY OFFICE■

**8c** To store the Station Name,  
◆ START  


[P1] ALT ABBR. NO.  
■

**9c** If the receiving party has another fax machine at the same location, enter an alternative number by press a One-Touch or **ABBR** and two digits.  
Ex: **ABBR** and **0** **3**

[P1] ALT ABBR. NO.  
[03] (Station name)

**10c** To set an alternate ABBR. NO.,  
◆ START  


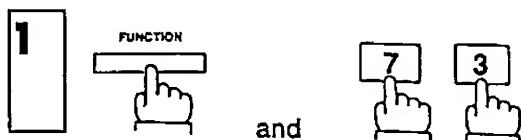
PROGRAM KEY ■

You can now set another program key by repeating the procedures in Step 3, or return to standby by pressing **STOP**.

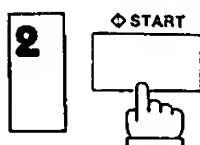
**NOTE**  To print out a program list, see page 68.

## How to Erase or Change Program Key Settings

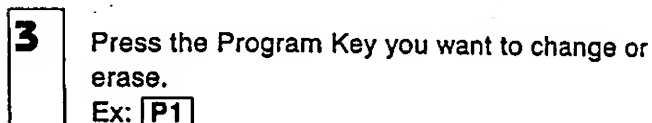
To erase the settings in a Program Key, use the following procedure.



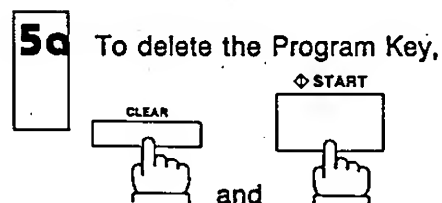
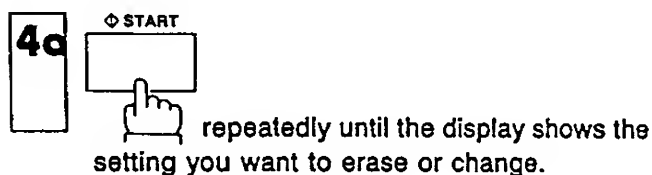
PROGRAM KEYS



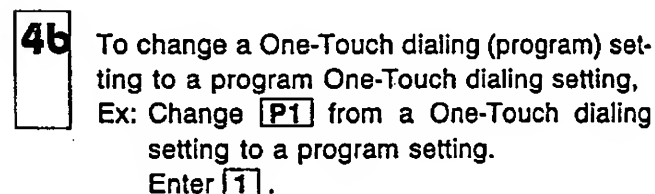
PROGRAM KEY **I**



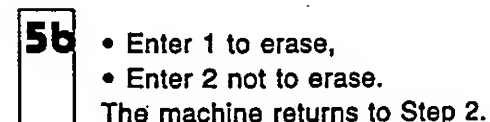
NO. - **I** [P1]  
1: PROG 2: ONE-TOUCH



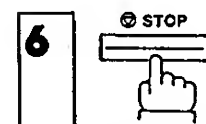
PROGRAM KEY **I**



NO. - **I** [P1]  
1: PROG 2: ONE-TOUCH



DELETE PROGRAM. [P1]?  
1: YES 2: NO



The machine will return to standby mode.

15-DEC-1990 15:00

\* DELETED \*  
PROGRAM [P1]

## Using Program Keys

Once you have recorded a number or group of numbers, under a Program Key (see pages 54 - 62) you can use the key by following the steps below.

To transmit a document using program keys:

- 1 Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET

- 2 Press a Program Key.

Ex: **P2**

Dialing automatically begins (see NOTE).

DOCUMENT SET  
[P2] (Program name)

\* DIALLING \*  
[20] (Station name)

To poll a document using program keys:

- 1 Make sure no documents are on the ADF.

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- 2 Press Program Key.

Ex: **P3**

Dialing automatically begins (see NOTE).

15-DEC-1990 15:00  
[P3] (Program name)

\* DIALLING \*  
[20] (Station name)

### NOTE



The display varies according to mode settings entered.

11

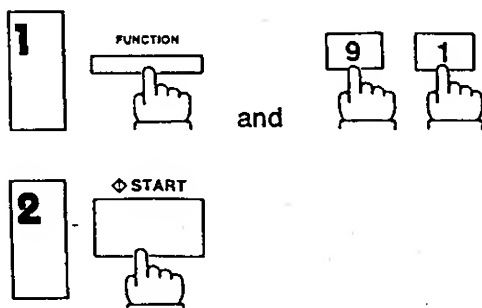




# 12 EDIT FILE (FILE MANAGEMENT)

The contents of the Timer file in the timer communication setting may have to be modified or deleted. To verify the contents of an existing Timer file, a File List may be printed out. Follow the procedure below to printout the File List.

## Print Out File List



PRINT FILE LIST

\* PRINTING \*  
FILE LIST

The machine starts printing a list of files and returns to standby mode after printing out.

\*\*\*\*\* -FILE LIST- \*\*\*\*\* (1) (2)  
DATE 01-DEC-1990 \*\*\*\* TIME 21:57 \*\*\* P.1

(3) FILE NO.	(4) COMM. TYPE	(5) CREATE TIME	(6) START TIME	(7) DESTINATION(S)
002	DEFERRED XMT	DEC-01 16:30	21:00	[01]
012	DEFERRED POLL	DEC-01 18:00	21:15	[88],[04]
017	DEFERRED POLL	DEC-01 20:26	22:45	[P8]
051	DEFERRED POLL	DEC-01 20:55	22:45	[P8]
052	DEFERRED POLL	DEC-01 21:18	23:30	[00],[01],[02],[03],[04],[05] [06],[07],[08],[09],[10],[11] [12],[13],[14],[15],[16],[17] [18],[19],[20],[21],[22],[23]

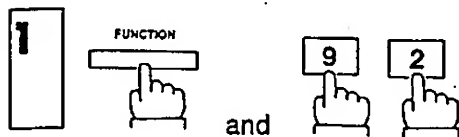
(8)  
-UF-270 Tokyo -

\*\*\*\*\* (9)  
- 81 3 1111234 - \*\*\*\*\*

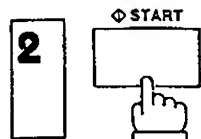
- (1) Date : Day/Month/Year
- (2) Time : Hour/minute
- (3) File No. : Indicates file number.
- (4) COMM. TYPE : Communication Type
- (5) Create Time : Indicates the time when a file was created  
Day/Month/Hour/Minute
- (6) Start Time : Indicates the start time that a file will be transmitted.
- (7) Destination(s) : Indicates the stations to be transmitted to.
- (8) Own LOGO : Up to 25 characters
- (9) Own ID number : Up to 20 digits

## Change Time or Stations

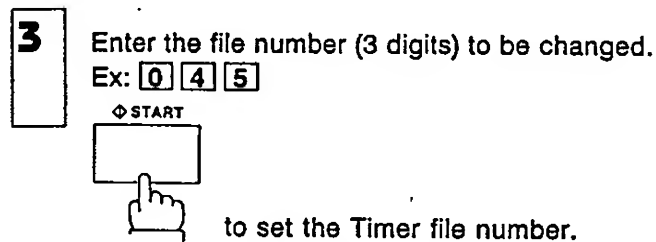
To change the time and/or stations in a transmission file or a polling file created using the deferred communication setting.



CHANGE TIME/STATION

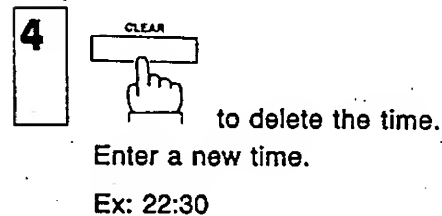


CHANGE TIME/STATION  
FILE NO. = 000



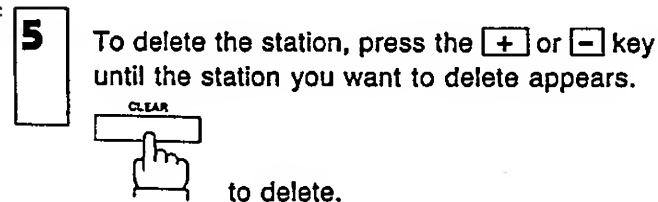
CHANGE TIME/STATION  
FILE NO. = 045

START TIME 23:00  
[05] LONDON

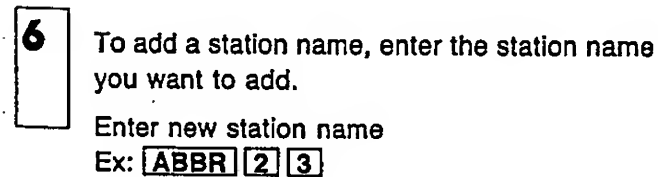


START TIME :  
[05] LONDON

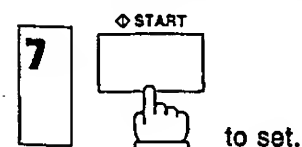
START TIME 22:30  
[05] LONDON



START TIME 22:30  
[12] WELLINGTON



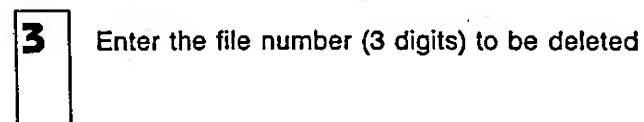
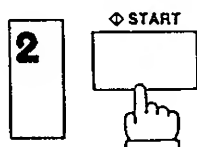
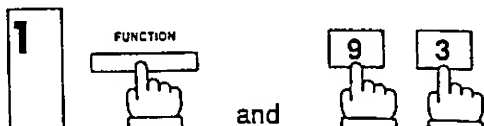
START TIME 22:30  
[23] NEW YORK



DEFERRED XMT 22:30  
[23] NEW YORK

## Delete File

To delete an unnecessary Timer file in your machine,



Ex: **1 0 1**



The "DELETED" message blinks for 3 seconds, and the machine returns to the standby mode.

DELETE FILE

DELETE FILE  
FILE NO. = **111**

DELETE FILE  
FILE NO. = 101

\* DELETED \*  
FILE NO. = 101

# 13 PRINTOUT REPORT AND LISTS

---

To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your facsimile machine is equipped to print out the following reports and lists:

## **Journal (see page 69)**

The Journal is a record of the last 32 transactions (a transaction is performed each time you send or receive a document). It is printed out automatically after every 32 transactions, but you can print it out manually at any time.

## **Individual Transmission Journal (XMT JRNL) (see page 69)**

An Individual Transmission Journal is printed out automatically after each transmission if you set XMT JRNL = ON in advance (see page 31). If necessary, it can also be obtained manually.

The Individual Transmission Journal contains information of the latest transmission. If no transmission has been made within the last 32 transactions, an Individual Transmission Journal with blank contents is printed out.

## **One-Touch/ABBR. Dialing Number or Directory Search List (see pages 71 and 72)**

To print out a list of all the facsimile numbers you recorded under One-Touch/ABBR. Dialing numbers or Directory Search list.

## **Program List (see page 73)**

To print out a list of all the dialing patterns under the program keys.

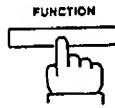
## **FAX Parameter List (see page 74)**

To print out a list of the FAX Parameters (see page 27).



## How to Print Out Reports and Lists

**1**



and



PRINT OUT  
NO. = █

**2**

- Transaction Journal printout: Enter 1 and go to Step 3.
- One-Touch/ABBR. Dialing number or Directory Search List: Enter 2 and go to Step 2a.
- Program List: Enter 3 and go to Step 3.
- Fax Parameter List: Enter 4 and go to Step 3.
- Individual Transmission Journal: Enter 6 and go to Step 3.

JOURNAL PRINT

ONE-TOUCH/ABBR. NOS.

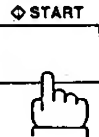
PROGRAM LIST

FAX PARAMETER LIST

XMT JOURNAL

1:ONE-TCH/ABBR.LIST  
2:DIR. SEARCH LIST

**2a**



- One-Touch/ABBR List: Enter 1 to printout.
- Directory Search List: Enter 2 to printout.

**3**



\* PRINTING \*  
JOURNAL PRINT

The machine shows the "PRINTING" message and returns to the standby mode after printing out.

# Sample Journal Printout

\*\*\*\*\* -JOURNAL- \*\*\*\*\* (1) (2)  
DATE 01-DEC-1990 \*\*\*\* TIME 15:00 \*\*\*\*\*

(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
NO.	COM	PAGES	DURATION	X/R	IDENTIFICATION	DATE	TIME	DIAGNOSTIC
01	OK	02	00:01'06	XMT	Paris Office	01-DEC	10:44	840480AC7800
02	S OK	00	00:00'20	XMT	-----	01-DEC	10:45	A40480AC7800
03	OK	01	00:03'19	RCV	GROUP2	01-DEC	10:47	010220200000
04	OK	02	00:01'07	XMT	Central Office	01-DEC	10:53	840480AC7800
05	OK	05/05	00:02'38	XMT T (14)	0466 23 1689	01-DEC	10:57	840480AC7800
06	OK	*02	00:01'09	RCV	London B.O.	01-DEC	11:04	050280AC7800
07	407	00	00:00'46	XMT	Tokyo B.O.	01-DEC	11:07	840480AC7800
32	OK	05/05	00:02'52	XMT T	555 6949	01-DEC	12:32	840480AC7800

(12)  
-UF-270 Tokyo -

\*\*\*\*\* (13)  
- 81 3 1111234 - \*\*\*\*\*

13

## Sample Individual Transmission Journal

\*\*\*\*\* -JOURNAL- \*\*\*\*\* (1) (2)  
DATE 01-DEC-1990 \*\*\*\* TIME 15:00 \*\*\*\*\*

(9)(10) DATE/TIME = 01-DEC 13:27  
(3) JOURNAL NO. = 15  
(4) COMM.RESULT = OK  
(5) PAGES = 01/01  
(6) DURATION = 00:01'58  
(7) MODE = XMT  
(16) STATION NAME = Hong Kong  
(17) TELEPHONE NO. = 206 708 9111  
(18) RECEIVED ID = 971 2345  
(19) RESOLUTION = STANDARD

(15)  
VOICE CONTACT REQUESTED

(12)  
-UF-270 Tokyo -

(9)  
\*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

---

## Journal Printout Explanation

- |   |  |
|---|--|
| (1) Printout date                           | : Day-Month-Year   |
| (2) Printout time                           | : Hour:Minute  |
| (3) Communication number                    | : 1 ~ 32 (Does not always begin with 1 when printed out manually.)   |
| (4) Communication result                    | : "OK" indicates that the transmission was successful.<br>"S OK" indicates that STOP was pressed during communication,<br>Three-digit information code (see page 76) appears when there was a problem.   |
| (5) Number of pages transmitted or received | : The two-digit number is the number of pages successfully transmitted or received. When the Total Page function is activated or transmitted from memory, two two-digit numbers will appear. The first two-digit number represents the number of pages successfully transmitted. The second two-digit number represents the total number of pages that were attempted to be transmitted.<br>An asterisk "*" indicates that the quality of some received copies was poor. |
| (6) Duration of communication               | : Hour: Minute: Second   |
| (7) Type of communication                   | : "XMT" means Transmission<br>"RCV" means Reception  |
| (8) Remote station identification           | : A name indicates station name recorded in this machine. A number indicates remote station's ID number or Telephone number. Group 2, 3 indicates that the remote station was a CCITT G2, G3 machine.  |
| (9) Communication date                      | : Day-Month  |
| (10) Communication start time               | : Hour:Minute  |
| (11) Diagnostic                             | : For service personnel only   |
| (12) Own LOGO                               | : Up to 25 characters  |
| (13) Own ID number                          | : Up to 20 digits  |
| (14) Dialing method                         | : "T" indicates direct dialing or One-Touch/Abbreviated dialing with no recorded station name.   |
| (15) Call back message                      | : Appears when voice contact was requested.  |
| (16) Station Name                           | : Remote Station Name  |
| (17) Telephone No.                          | : Remote Telephone Number  |
| (18) Received ID                            | : Remote ID  |
| (19) Resolution                             | : See page 27  |

## Sample One-Touch List

\*\*\*\*\* -ONE TOUCH LIST- \*\*\*\*\* DATE 01-DEC-1990 \*\*\*\* TIME 12:00 \*\*\* P.1

(4) ABBR.NO.	(5) STATION NAME	(6) TELEPHONE NO.	(7) ALT ABBR
<01>	London	011 44 1 1111234	
<02>	Stockholm	011 46 8 1111234	
<03>	Geneva	011 41 22 1111234	[20]
<04>	Rome	011 39 6 1111234	[47]
<05>	Singapore	011 65 1111234	
<06>	Tokyo	011 81 3 1111234	
<07>	Hong Kong	011 852 5 1111234	
<08>	Sydney	011 61 2 1111234	

(9)  
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(10)  
\*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

## Sample ABBR. List

\*\*\*\*\* -ABBR NO. LIST- \*\*\*\*\* DATE 01-DEC-1990 \*\*\*\* TIME 12:00 \*\*\* P.2

(4) ABBR.NO.	(5) STATION NAME	(6) TELEPHONE NO.	(7) ALT ABBR
[01]	Stockholm	010 46 8 1111234	
[02]	Geneva	010 41 22 1111234	
[03]	Rome	010 39 6 1111234	[20]
[04]	New York	010 1 212 1111234	[47]
[05]	Tokyo	005 81 3 1111234	
[06]	Hong Kong	005 852 5 1111234	
[07]	Sydney	005 61 2 1111234	
[08]	Wellington	005 64 4 1111234	

NO. OF STATIONS = 16 (8)

(9)  
-UF-270 Tokyo -

(10)  
\*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

## One-Touch/ABBR. List Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Printout page number :
- (4) Abbreviated number or One-Touch number : One-Touch number shows <nn>  
ABBR number shows [nn]  
Program key for One-Touch shows [Pn]
- (5) Station name recorded in the machine : Up to 15 characters
- (6) Telephone number recorded in the machine : Up to 36 digits.
- (7) Alternative ABBR. Number :
- (8) Number of recorded ABBR and One-Touch numbers :
- (9) Own LOGO : Up to 25 characters
- (10) Own ID number : Up to 20 digits



## Sample of Directory Search List

\*\*\*\*\* -DIRECTORY SEARCH LIST- \*\*\*\*\* (1) DATE 01-DEC-1990 (2) TIME 15:00 (3) \*\*\* P.1

(4) STATION NAME	(5) ABBR.NO.	(6) TELEPHONE NO.	(7) ALT ABBR
London	[50]	011 44 1 1111234	[90]
Stockholm	[90]	011 46 8 1111234	
Geneva	[60]	011 41 22 1111234	
Rome	[35]	011 39 6 1111234	
Singapore	[32]	011 65 1111234	[01]
Tokyo	[01]	011 81 3 1111234	
Hong Kong	<10>	011 852 5 1111234	
Sydney	[19]	011 61 2 1111234	
Wellington	<18>	011 64 4 1111234	
New York	<27>	010 1 212 1111234	

(8)  
NO. OF STATIONS = 10

(9)  
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(10)  
\*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

### Directory Search List Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Printout page number :
- (4) Station name :
- (5) One-Touch/ABBR number and its telephone number :
- (6) Telephone number recorded in the machine :
- (7) Alternative Dialing One-Touch/ABBR Number :
- (8) Number of recorded stations :
- (9) Own Logo : Up to 25 characters
- (10) Own ID Number : Up to 20 digits

## Sample Program List

\*\*\*\*\* -PROGRAM LIST- \*\*\*\*\* (1) (2) (3)  
 DATE 01-DEC-1990 \*\*\*\* TIME 15:00 \*\*\* P.1

(4) PROGRAM	(5) PROGRAM NAME	(6) TYPE	(7) TIMER	(8) ABBR.NOS.
[P1]	PROGRAM 1	XMT	22:00	[01]
[P2]	PROGRAM 2	POLL	10:00	<01>,<02>,<03>
[P4]	PROGRAM 3	GROUP	-----	[01],[02],[03],[04],[05],[06],[07]
[P5]		ONE-TCH		

(9)  
 -UF-270 Tokyo -

\*\*\*\*\* (10)  
 - 81 3 1111234 - \*\*\*\*\*

## Program List Explanation

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Printout page number :
- (4) Program key : P1-P8
- (5) Program name : Up to 15 characters
- (6) Type of communication : 'XMT' indicates deferred transmission.  
 'POLL' indicates polling.  
 'GROUP' indicates that the program key is programmed as a group key.  
 'ONE-TCH' indicates that One-Touch Dialing number is registered.
- (7) Timer : Indicates the starting time.  
 '-' indicates that the program key contains a 'non-deferred' program.
- (8) Number recorded in the program : One-Touch and ABBR numbers
- (9) Own LOGO : Up to 25 characters
- (10) Own ID number : Up to 20 digits

13

### NOTE



Program key assigned for One-Touch does not appear the information on this list.

# Sample Fax Parameter List

(1) (2)  
\*\*\*\*\* -FAX PARAMETERS- \*\*\*\*\* DATE 01-DEC-1990 \*\*\*\*\* TIME 15:00 \*\*\*\*\*

(3) PARAMETER NO. & PARAMETER	(4) CURRENT SETTING	(5) STANDAR SETTING
01 RESOLUTION (1:Standard 2:Fine 3:S.Fine)	2	1
02 ORIGINAL (1:Normal 2:Dark 3:Light)	1	1
03 STAMP (1:Off 2:On)	1	2
04 POLLED (1:Off 2:ADF)	2	1
05 JOURNAL PRINT (1:Off 2:Automatic Print)	2	2
06 HEADER PRINT (1:Inside 2:Outside 3:None)	1	1
07 DIALLING METHOD (1:Tone 2:Pulse)	1	2
08 RELAY XMT REQUEST (1:Invalid 2:Valid)	1	1
09 CONFIDENTIAL FAX (1:Invalid 2:Valid)	1	1
10 KEY TONE (1:Soft 2:Loud)	1	1
11 PASSWORD XMT (1:Invalid 2:Off 3:On)	1	1
12 PASSWORD RCV (1:Invalid 2:Off 3:On)	1	1
15 ECM (1:Off 2:On)	2	2
19 XMT JOURNAL (1:Off 2:Automatic Print)	1	1
20 FAX ACCESS CODE (1:Invalid 2:Valid)	1	1
32 INITIAL OPR. CALL (1:Off 2:On)	1	2

(6)  
-UF-270 Tokyo -

(7)  
\*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

- (1) Printout date : Day-Month-Year
- (2) Printout time : Hour:Minute
- (3) Parameter number :
- (4) Current setting :
- (5) Standard setting :  
(see page 27)
- (6) Own LOGO : Up to 25 characters
- (7) Own ID number : Up to 20 digits

## If you have any of these problems

### During Transmission

- a) Document feeding trouble
  - i) Loading document(s) see page 29
  - ii) Adjusting the ADF see page 85
- b) Document jam see page 80
- c) XMT copy quality is abnormal
  - i) All black copy
  - ii) Copy with black line(s)
  - iii) All blank copy see Note 1
- d) Communication trouble see Note 2

### During Receiving

- a) No automatic receive
  - 'MANUAL RCV' on display see page 43
- b) No recording paper
- c) Recording paper jam see page 79
- d) RCV copy quality is abnormal
  - i) Blank copy see Note 3
  - ii) Blank or black streaks
- e) Communication trouble see Note 2

### No Unit Operation

- a) No Power see page 11
- b) 'DOOR OPEN' is displayed see page 76  
(CODE 060)

#### NOTE



1. Report to service personnel.
2. Check with the other party or try again.
3. Check if the other party sent the wrong side of the document. If not, report to service personnel.

## Information Codes

When something unusual occurs, the display may show one of the information codes below. These will help you fix the problem.

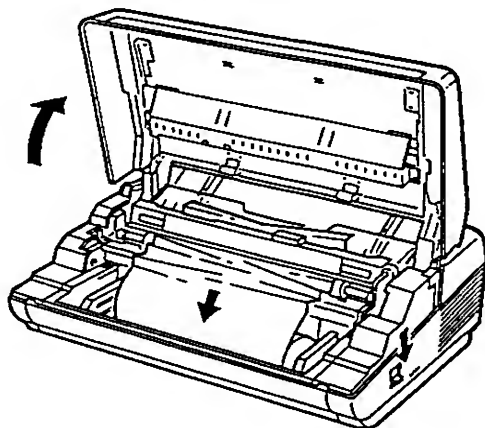
Information code	Meaning	Action
001 002 004	Recording paper jam	Remove jammed paper (See page 79).
010	No recording paper or recording paper not set properly	Reload recording paper.
030	Document misfeeding	1. Reload the document properly (See page 29). 2. Remove document jam (see page 80).
031	Document paper is too long or jammed. Document length exceeds 39.4 inches (1 meter).	1. Reload the document properly (see page 29). 2. Remove document jam (see page 80).
060	Cover is open or door opened during communication.	Close the Transmission Guide Unit and Front Cover.
400 464	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and try again.
402 404 405 432	During initial handshake, communication failure occurred.	Reload the document and try again.
403	No polling capability at the remote side	Ask remote side to set 'POLLED = ON'.
407 468 469	No confirmation from the receiving station for the previous page sent	Wait a few minutes and transmit again.
408 409	Remote side confirmation of previous page is illegible.	Wait a few minutes and transmit again.
410	Invalid command received.	Check with the other party.

Information code	Meaning	Action
411 414	Polling password does not match.	Check polling password.
412	No data from the transmitting side	Check with the other party.
415	Polling transmission error	Check polling password.
416 417 418 419 436 490	Received data has too many errors.	Check with the other party.
420	Machine goes to receiving mode, but no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.
422 427	Interface is incompatible.	Check with the other party.
430 434 459 492 493 494 552 553 554 555	Communication error occurred, while receiving.	Check with the other party.
451 458 495 550	Telephone line disconnected.	Check with the other party.
457	Transmission failed. Remote unit doesn't have Relayed Transmission and Confidential Communication capability.	Check with the other party.
465 466 467 468 469	Group 2 transmission mode error	1. Reload the document and try again. 2. Check with the other party.

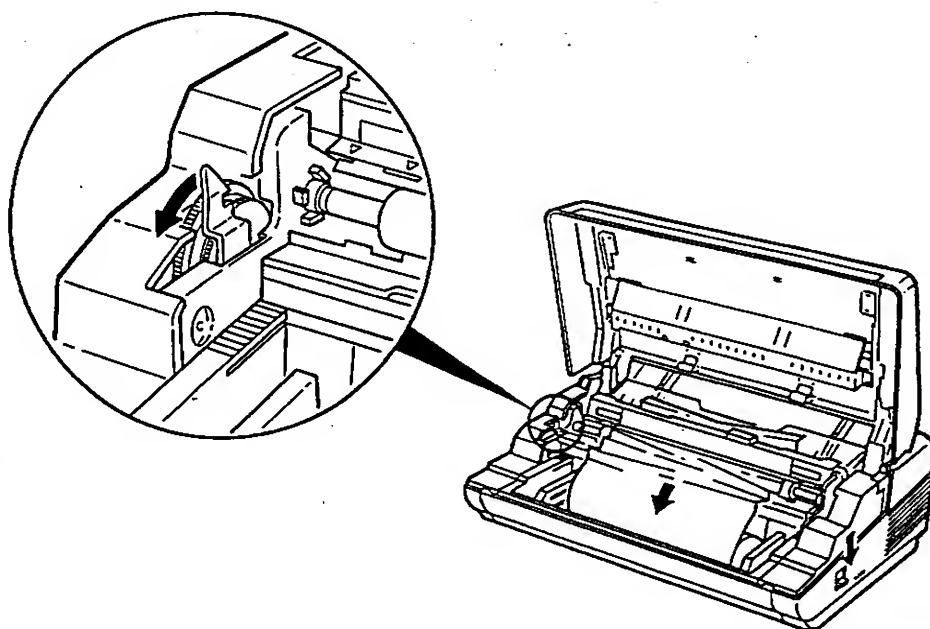
Information code	Meaning	Action
473 474 476 478 479 480 481 483 485	Group 2 reception mode error	Check with the other party.
540 541 542 543 544	Communication error occurred, while transmitting.	1. Reload the document and try again. 2. Check with other party.
623	No document was on the ADF.	Reload the document and try again.
630 633	The last redial was not successful because of a busy line or no response from the called station.	Reload the document and try again.

## Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show the information code 001 or 002. To clear the jam, open the Receiving Unit and remove the jammed recording paper as shown in the figures below. Then reset the recording paper following the loading procedure on page 12.



If you cannot remove the jammed recording paper easily. First turn the Blue Cam Wheel in the direction of the arrow until it stops, then remove the paper as shown in the figure below.



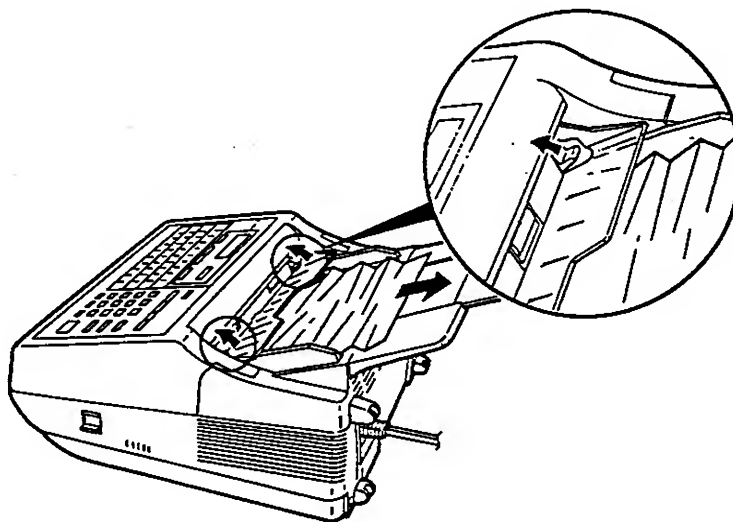


## Clearing a Document Jam

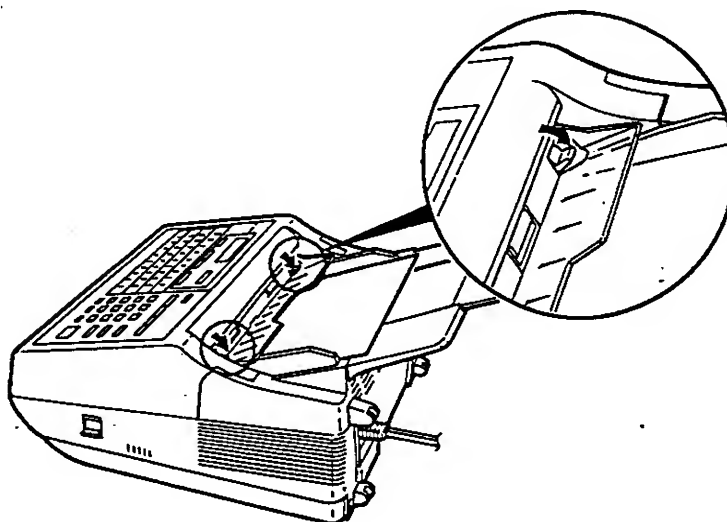
If a document becomes jammed in the machine, the display will show information code 031.

To clear the jam, follow the procedure below.

1. When you can still grab hold of the jammed paper,
  - (a) Open the Transmitting Guide Unit, and remove the jammed paper.



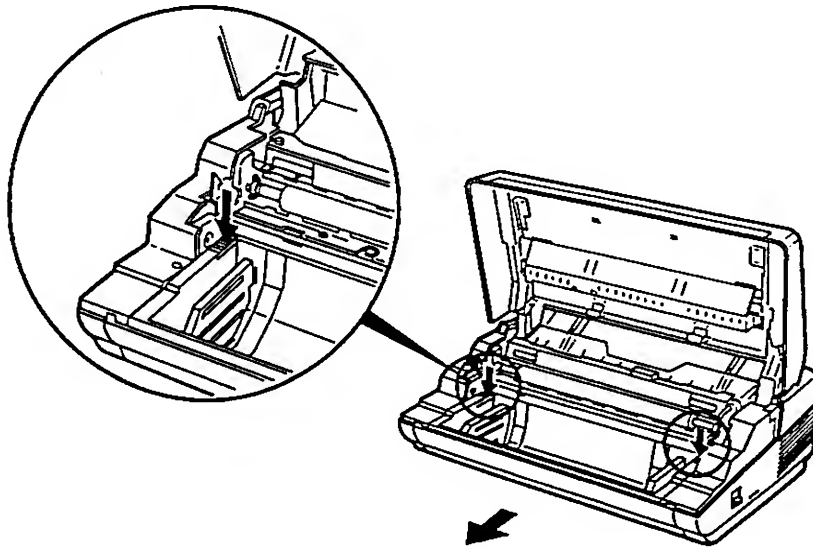
- (b) Relock the Transmitting Guide Unit by pressing down gently.



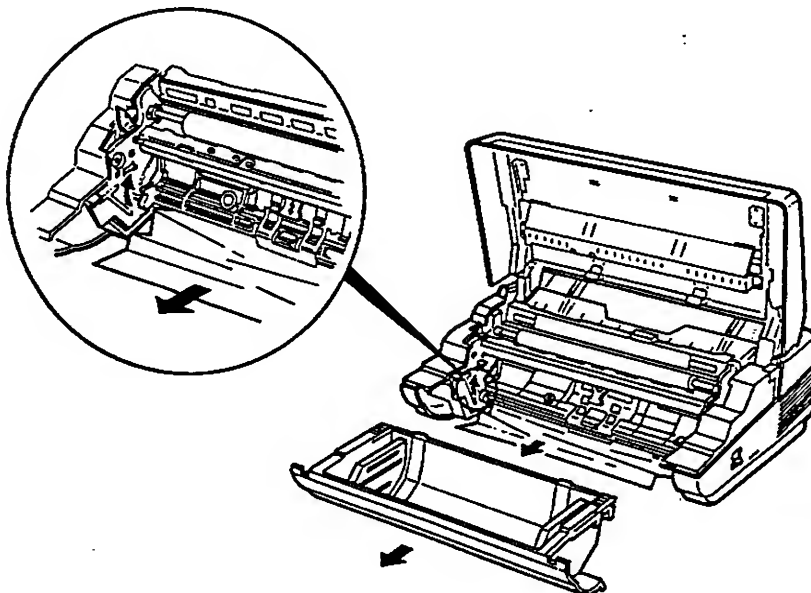
2. When you cannot grab hold of the jammed paper,

(a) Open the Receiving Unit:

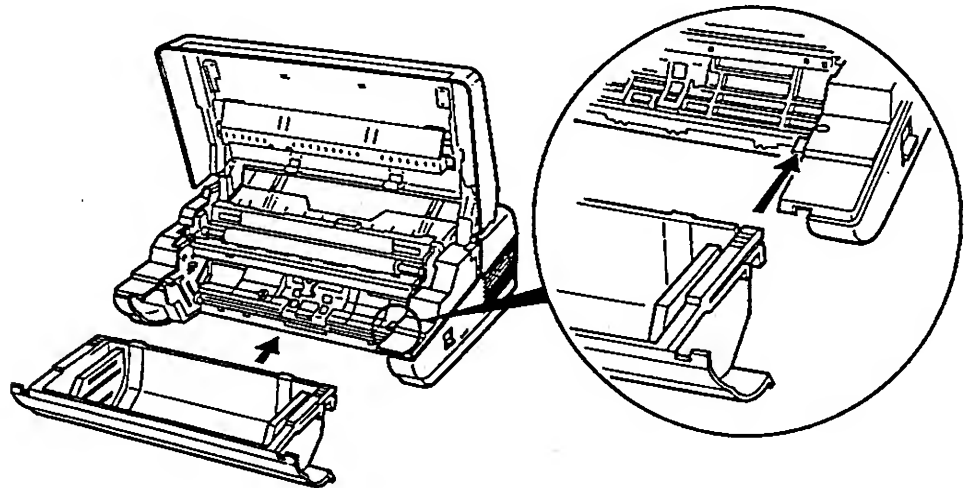
Remove the Recording Paper Box by pressing the latches located on both sides of the Recording Paper Box.



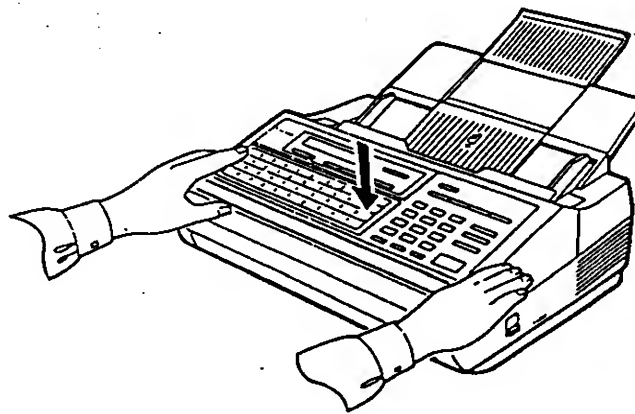
(b) Remove the jammed paper by pulling up on the two tabs located on both sides of the Transmitting Guide Unit. (Lower side)



(c) Relock the Transmitting Guide Unit and Recording Paper Box, and set the recording paper.



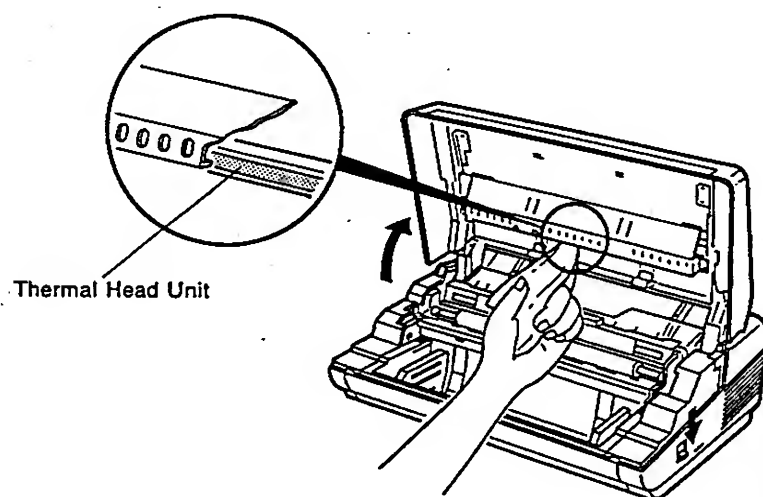
(d) Close the Receiving Unit carefully by pressing both corners down until the cover locks into position, you will hear a "click" sound.



## Cleaning the Thermal Recording Head

The thermal head in your machine needs to be cleaned periodically to ensure clear facsimile reproduction.

1. Open the Receiving Unit by depressing the latch button on the right side cover.



2. Wipe the surface of the thermal head unit with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean wipe since the thermal head can be easily scratched.

## Cleaning or Replacing the Fluorescent Lamp

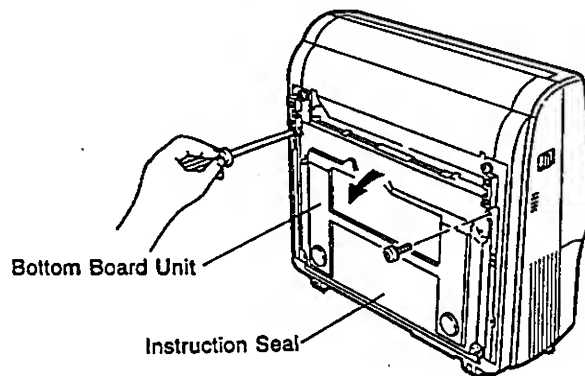
If the receiving party reports that the received documents were black, or contained black lines, try making a copy on your unit. If the copy is black or has black lines, the fluorescent lamp is probably dirty or defective and must be cleaned or replaced.

### WARNING:

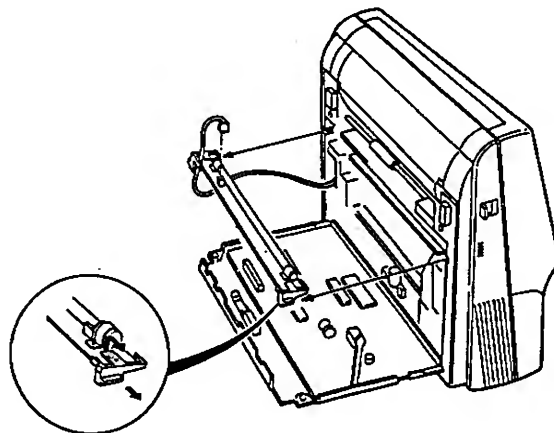


The fluorescent lamp is hot to the touch just after being turned off. Before replacing the lamp, wait 5 minutes or more after turning the power switch OFF.

1. Turn the power OFF (O). Unplug the power cord. Remove the sub tray and handset. Stand the machine up and remove the Bottom Board Unit screws.



2. Open the Bottom Board Unit towards you. Slide fluorescent unit forward. Clean the fluorescent lamp surface with clean cloth. To replace, unplug the connector and pull up both sides of the set guide a little so as to free the boss on the plates.



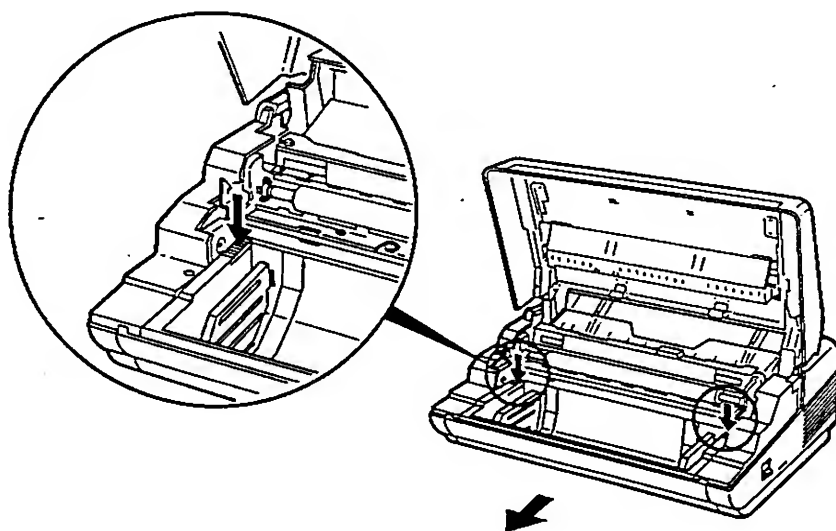
To reinstall, insert the both sides of set guide and plug in the connector. Return the fluorescent lamp to its original position.

Close the Bottom Board Unit and replace the screws. Return the machine to its original position and reset the sub tray and handset. Plug the power cord in, then turn the power ON (I).

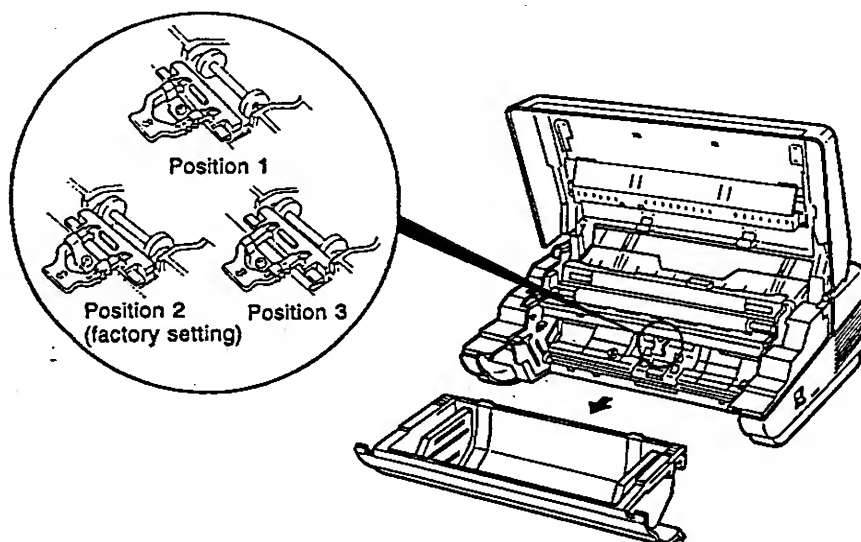
## Adjusting the Automatic Document Feeder (ADF)

If misfeeding of documents happens frequently, we suggest you adjust the ADF following the procedure below.

1. Open the Receiving Unit by depressing the latch button on the right side.



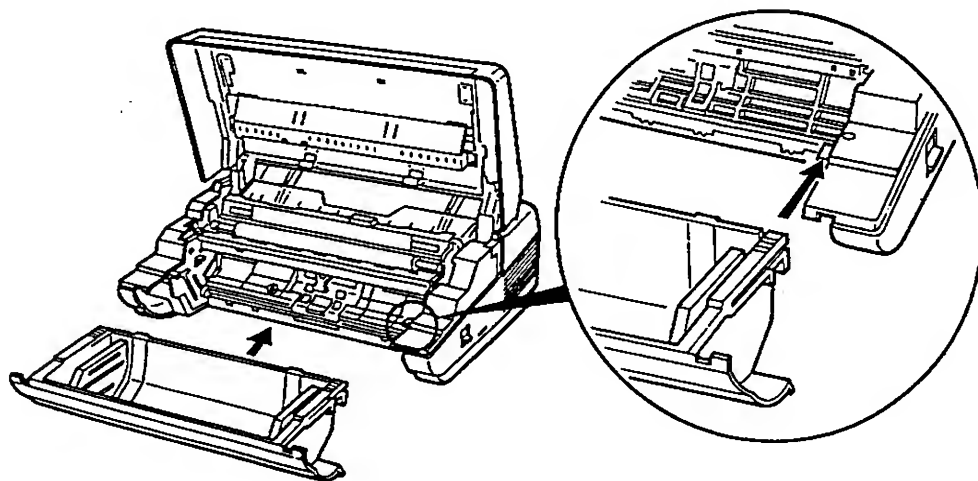
2. Remove the Recording Paper Box by pressing the latches located on both sides of the Recording Paper Box.



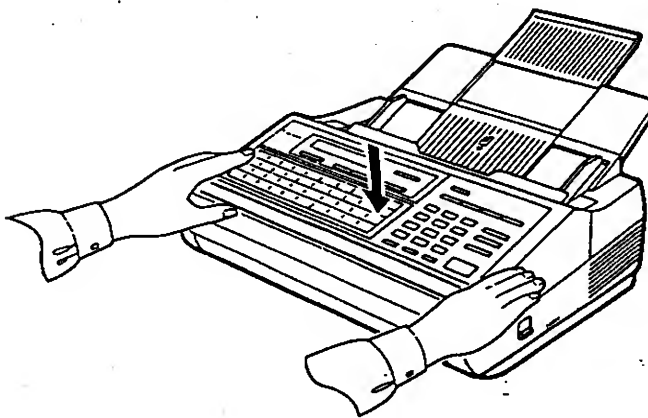
3. Adjust the Pressure Plate.

Position 3	To prevent multiple feed trouble
Position 2	Standard Position
Position 1	To prevent non-feeding trouble

- 
- 4. Reinstall the Recording Paper Box and set the recording paper.**



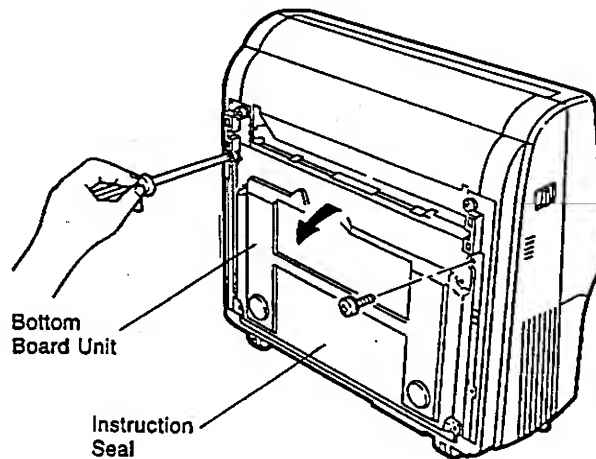
- 5. Close the Receiving Unit carefully by pressing both corners down until the cover locks into position, you will hear a "click" sound.**



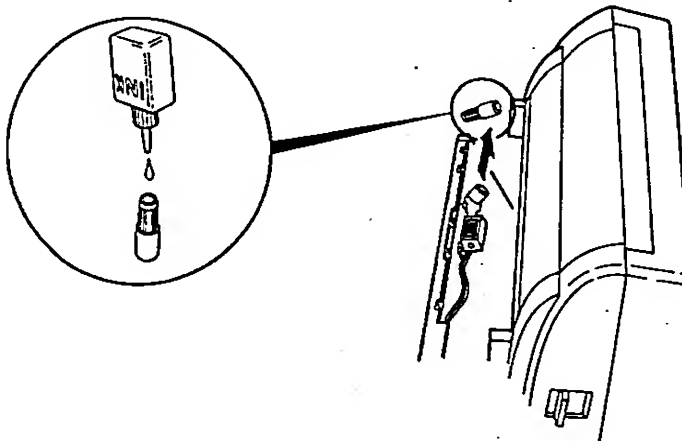
## Refilling or Replacing the Verification Stamp

The verification stamp contains ink. When the stamp appears faded or hard to read, the stamp should be refilled with ink or replaced.

1. Turn the power OFF (O). Unplug the power cord. Remove the sub tray and the handset. Stand the machine up. Remove the Bottom Board Unit Screws and open the Bottom Board Unit towards you.

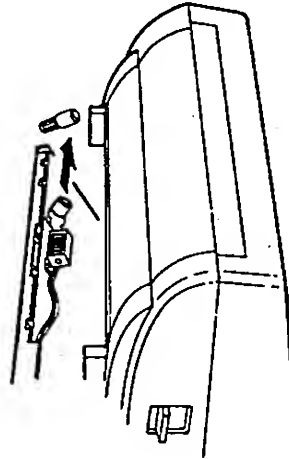


2. (a) To refill the stamp with ink, remove the Verification Stamp Unit, and refill the stamp by placing a few drops of specified ink into it. Make sure that ink does not spill from the stamp when it is turned over. Then reset the stamp unit.





- 
- (b) To replace the stamp, remove the Verification Stamp Unit, and replace the stamp with a new one.



3. After the stamp unit has been refilled or replaced, close the Bottom Board Unit and replace the screws. Plug the power cord in, then turn the power ON (I).



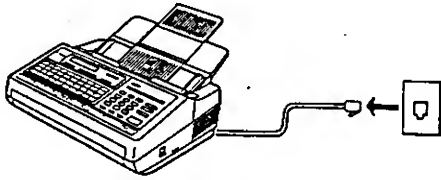
**NOTE** When the stamp unit is set as above, the stamp will appear on the front side of each page. If you want the star to appear on the back side of each page, ask your service personnel to change the stamp unit.



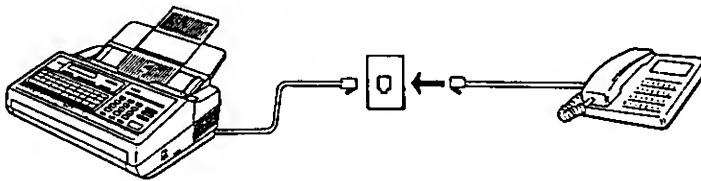
## Checking the Telephone Line

1. When you hear no dial tone through the machine handset.

- a. Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.



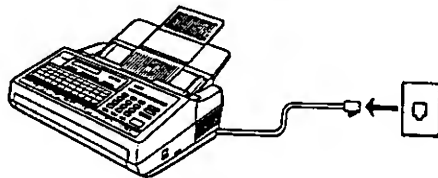
- b. Plug a regular telephone into the telephone jack that was supplied by the telephone company.



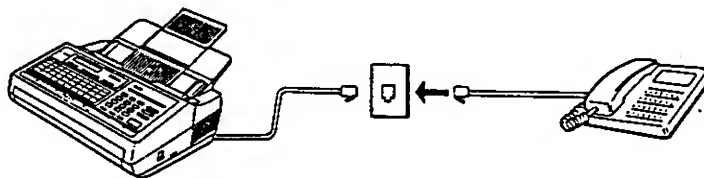
- c. Check for dial tone through the handset. If there is still no dial tone through the handset, report it to your local telephone company.

2. When there is no telephone ringing. (No automatic receive)

- a. Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.



- b. Plug a regular Telephone into the telephone jack that was supplied by the telephone company.



- c. Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

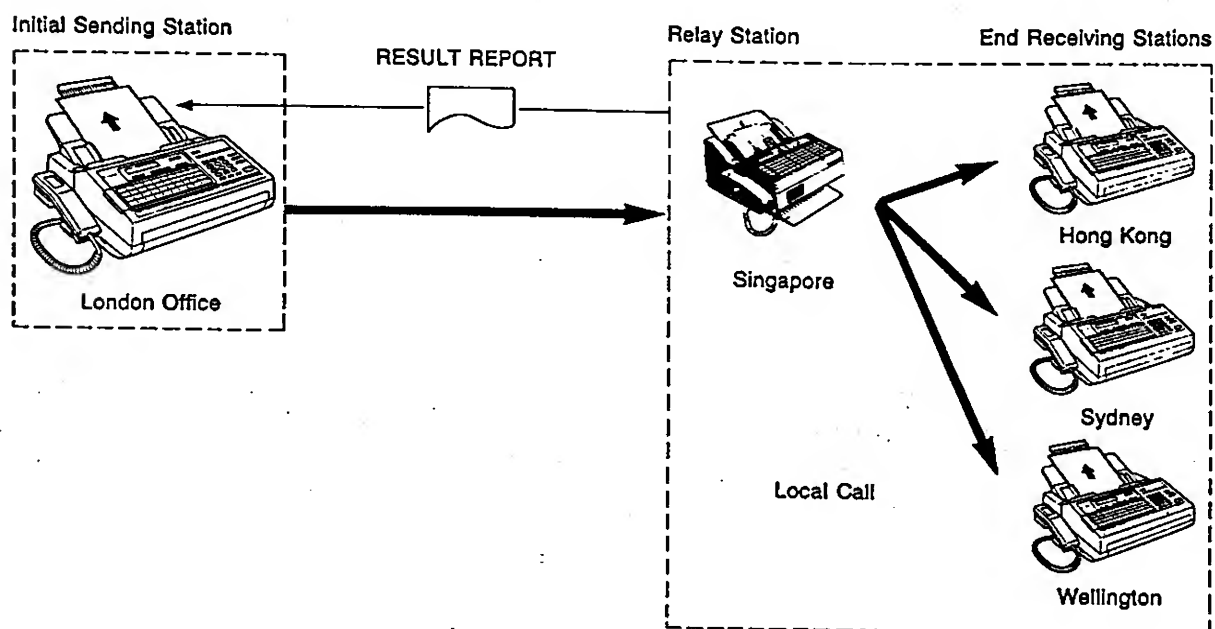
## Relayed (Multi Station) Transmission

### General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station." That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s). The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

#### Example:



#### NOTE



The number of end receiving stations that can be reached by a Relay Transmission is limited by the memory capacity of the Initial sending machine; i.e., your machine cannot make a Relay Transmission to more than 140 end receiving stations. This is enough, however, to allow more than one Relay Network to be set up.

## UF-270 Compatibility with Other Machines

Table 1 shows the kind of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that the UF-270 can serve as an Initial Sending Station or End Receiving Station.

**Table 1 Relay Network Compatibility Requirements**

Station	Compatible Model	Special Settings
Initial Sending Station	UF-140 UF-150 UF-160, UF-160M UF-250 UF-260, UF-270, UF-270M UF-620, UF-300 UF-640, UF-650 UF-750	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640, UF-650	
End Receiving Station	CCITT G3, G2 compatible machines	Not required.



## Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since the UF-270 can only serve as an Initial Sending Station or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the setting up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. A sample network is shown in Figure 1.

Figure 1 shows Sample Network A as seen from New York. London and Singapore are both Relay Stations which are connected with New York in series. Viewed from New York, the Singapore Relay Station is an End Receiving Station like the other stations. This is a more complex network configuration using two Relay Stations in which you may still send a document with one operation to any combination of stations via the main Relay Station in London. (Note: Sample network A is merely an example and does not imply that all of the countries shown can be connected in this kind of network.)

However, in this case the End Receiving Stations, Tokyo, Hong Kong, Sydney and Wellington will be served via the Singapore Relay Station. It should be noted that the two Relay Stations will only be used when the Initial Sending Station in New York specifies more than one End Receiving Station off the second Relay Station. If only one End Receiving Station is specified, then this will automatically be included in the broadcast via the first Relay Station. More than one Relay Network may be configured within these constraints.

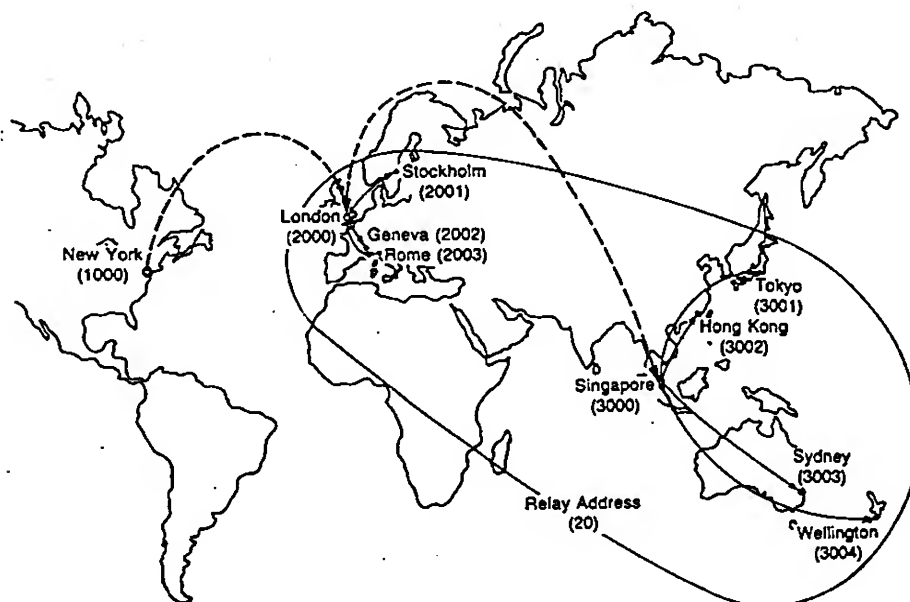


Figure 1 Sample Network A

Tables 2, 3 and 4 are sample Parameter Tables for Network A.

**Table 2 Sample Parameter Table for New York**

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	New York	212 111 1234	—	—	1000	
01	London	011 44 1 1111234	20	YES	2000	Direct
02	Stockholm	011 46 8 1111234	20	NO	2001	Direct
03	Geneva	011 41 22 1111234	20	NO	2002	Direct
04	Rome	011 39 6 1111234	20	NO	2003	Direct
05	Singapore	011 65 1111234	30	YES	3000	Direct
06	Tokyo	011 81 3 1111234	30	NO	3001	Relay
07	Hong Kong	011 852 5 1111234	30	NO	3002	Relay
08	Sydney	011 61 2 1111234	30	NO	3003	Relay
09	Wellington	011 64 4 1111234	30	NO	3004	Relay

**Table 3 Sample Parameter Table for London**

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	London	1 111 1234	20	—	2000	
01	Stockholm	010 46 8 1111234	20	NO	2001	—
02	Geneva	010 41 22 1111234	20	NO	2002	—
03	Rome	010 39 6 1111234	20	NO	2003	—
04	New York	010 1 212 1111234	—	—	1000	—

**Table 4 Sample Parameter Table for Singapore**

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station XMT
	Singapore	1111234	30	—	3000	
01	Tokyo	005 81 3 1111234	30	NO	3001	—
02	Hong Kong	005 852 5 1111234	30	NO	3002	—
03	Sydney	005 61 2 1111234	30	NO	3003	—
04	Wellington	005 64 4 1111234	30	NO	3004	—
05	New York	005 1 212 1111234	—	—	1000	—



---

## Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the eight parameters listed below. Some parameters (e.g., Relayed XMT Fax Parameter) are only set once, but others must be set separately for each station in the Relay Network.

### 1. Relayed XMT Fax Parameter:

This switches the Relayed XMT function ON or OFF.

### 2. Own Telephone Number:

Your full telephone number should be entered.

### 3. Network Address:

End Receiving station telephone numbers set in an Initial Sending station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a four-digit number and is assigned to a One-Touch/ABBR number.

### 4. Network Password:

A four-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every station in the network should set the same Network Password.

### 5. One-Touch/ABBR Numbers:

The One-Touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

### 6. Relay Station Parameter (Yes/No):

Set "Yes" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "YES" only for the first Relay Station.

### 7. Relay Address:

A two-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT your machine will only send documents to the Relay Station identified by the Relay Address.

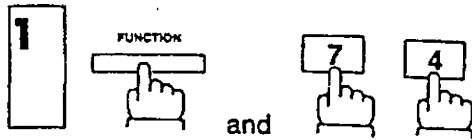
### 8. One Station XMT (Relay/Direct) Parameter:

If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "Direct." Set "Relay" if you always want to go through the Relay Station.

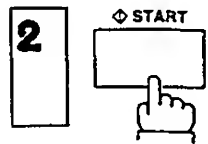
### 9. Substitute Relay Station:

If more than one route between your machine and one or more End Receiving Stations is established in the network, that is, if a second Relay Station is connected in parallel or the Relay Address is not set properly, your machine will not be able to decide which Relay Station to use. If, however, you preset one of the two Relay Stations as a Substitute Relay Station, your machine will transmit to it whenever the regular Relay Station cannot be reached.

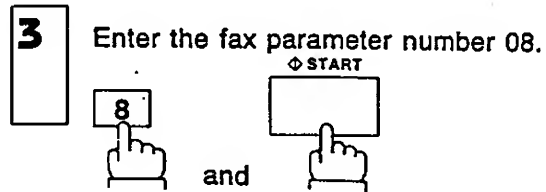
To set the Relayed XMT Fax Parameters;



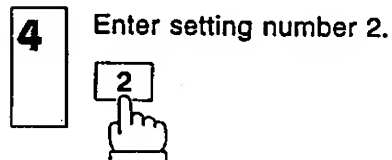
FAX PARAMETERS



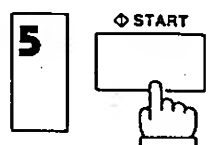
FAX PARAMETER  
NO. = 1



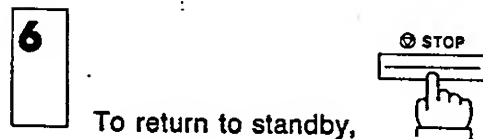
08 RELAY XMT REQUEST  
1: INVALID



08 RELAY XMT REQUEST  
2: VALID



09 CONFIDENTIAL FAX  
1: INVALID

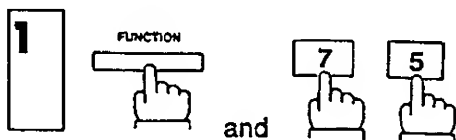


15-DEC-1990 15:00

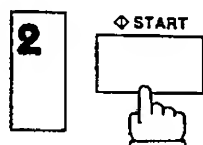




To set your own Telephone Number, your own Network Address, and the Network Password;



RELAYED XMT &  
CONF.COMM.PARAMETERS

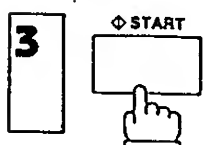


OWN TELEPHONE NO.  
█

Enter your facsimile telephone number  
(max. 36 digits).

Ex: 1 212 111 1234

OWN TELEPHONE NO.  
1 212 111 1234 █

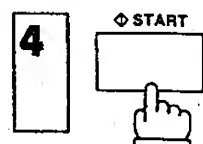


OWN NETWORK ADDRESS  
■■■■

Enter your Network Address (four digits).

Ex: 1000

OWN NETWORK ADDRESS  
1000 █



NETWORK PASSWORD  
■■■■

Enter the Network Password (four digits) if  
required.

Ex: 9999

NETWORK PASSWORD  
9999 █

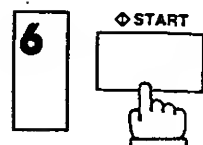


Enter the Substitute Relay Station.

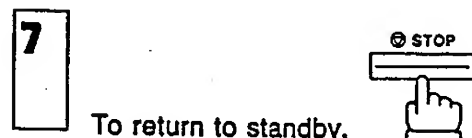
Ex: ABBR 0 8

SUBSTITUTE RELAY STN  
█

SUBSTITUTE RELAY STN  
[08] HONG KONG



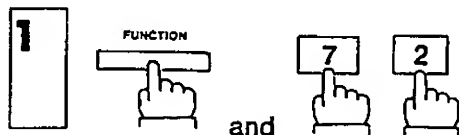
OWN TELEPHONE NO.  
█ 212 111 1234



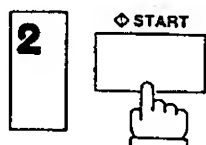
To return to standby,

15-DEC-1990 15:00

To set a One-Touch/ABBR, Dialing Number, Network Address, Relay Station Parameter (YES/NO) and One Station XMT (Relay/Direct) parameter;



ONE-TOUCH/ABBR. NOS.



ONE-TOUCH/ABBR. █

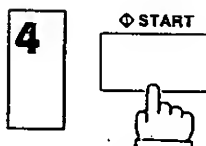
**3** Press a One-Touch key or **ABBR** and two-digits.  
Ex: One-Touch key **01**

<01> TELEPHONE NO.  
█

Enter called station's number.

Ex: **3 1 2 SPACE 1 1 1**  
**SPACE 1 2 3 4**

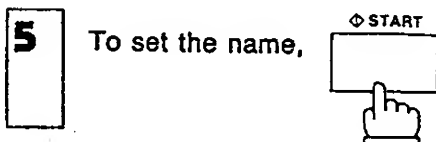
<01> TELEPHONE NO.  
312 111 1234 █



Enter called station's name.  
Ex: HONG KONG

<01> STATION NAME  
█

<01> STATION NAME  
HONG KONG █

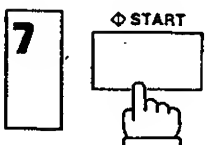


To set the name,

<01> ALT. ABBR. NO.  
█

**6** If the receiving party has an alternative facsimile telephone number, you can enter it here as an alternative ABBR. NO. by pressing the One-Touch or ABBR. key and two digits.  
Ex: One-Touch key **15**

<01> ALT. ABBR. NO.  
<15> (Station name)

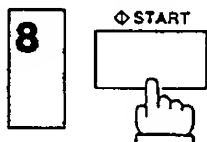


Enter four-digit Network Address.

Ex: **2 0 0 0**

<01> NETWORK ADDRESS  
████

<01> NETWORK ADDRESS  
2000



If the recorded station is the First Relay Station, press **1**.

If not, press **2**.

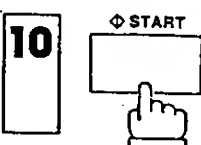
Ex: **1**

<01> RELAY STN NO. = **1**  
1: YES 2: NO

**9** Enter the two-digit Relay Address.  
Ex: **2 0**

<01> RELAY ADDRESS **20**

<01> RELAY ADDRESS **20**



In case the station you have just recorded will be used for one-station transmission, you can preset the transmission route.

**1** For transmission via the Relay station

**2** For direct transmission

<01> ONE STN NO. = **1**  
1: RELAY 2: DIRECT

**11** Repeat Steps 4 through 10 to enter the numbers for other stations, or return to standby by pressing **STOP**.

ONE-TOUCH/ABBR. **1**

Printout a One-Touch/ABBR. Nos. list to confirm that you have recorded everything correctly. Sample of list is shown on next page. For the printout operation, refer to page 68.

## Sample ABBR. NOS. List

\*\*\*\*\* -ABBR. NO. LIST- \*\*\*\*\* (1) (2) (3)  
DATE 01-DEC-1990 \*\*\*\* TIME 15:00 \*\*\* P.2

(4) ABBR. NO.	(5) STATION NAME	(6) TELEPHONE NUMBER	(7) NETWORK ADDRESS	(8) RELAY STN	(9) RELAY ADDRESS	(10) ONE STN XMT	(11) ALT ABBR.
[01]	London	011 44 1 1111234	2000	YES	20	DIRECT	
[02]	Stockholm	011 46 8 1111234	2001	NO	20	DIRECT	
[03]	Geneva	011 41 22 1111234	2002	NO	20	DIRECT	[20]
[04]	Rome	011 39 6 1111234	2003	NO	20	DIRECT	[47]
[05]	Singapore	011 65 1111234	3000	YES	30	DIRECT	
[06]	Tokyo	011 81 3 1111234	3001	NO	30	RELAY	
[07]	Hong Kong	011 852 5 1111234	3002	NO	30	RELAY	
[08]	Sydney	011 61 2 1111234	3003	NO	30	RELAY	

NO. OF STATIONS = 08 (12)

OWN TELEPHONE NO. = 307 213 4571 (13)

OWN NETWORK ADDRESS = 2001 (14)

NETWORK PASSWORD = 9009 (15)

SUBSTITUTE RELAY STN = [05] (16)

(17)  
-UF-270 Tokyo -

(18)  
\*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

## Sample ABBR. NOS. List Explanation

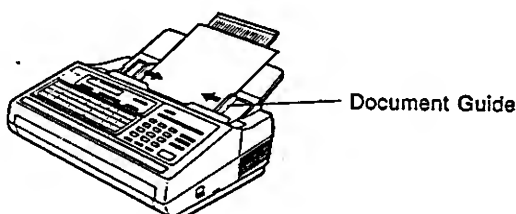
- |   |                       |
|---|-----------------------|
| (1) Printout date                                   | : Day-Month-Year      |
| (2) Printout time                                   | : Hour:Minute         |
| (3) Printout page number                            | :                     |
| (4) Abbreviated number or One-Touch number          | :                     |
| (5) Station name recorded in the machine            | : Up to 15 characters |
| (6) Telephone number recorded in the machine        | : Up to 36 digits     |
| (7) Network Address                                 | :                     |
| (8) Relay Station                                   | : Yes/No              |
| (9) Relay Address                                   | :                     |
| (10) One station XMT                                | : Relay/Direct        |
| (11) Alternative ABBR. Number                       | :                     |
| (12) Number of recorded ABBR. and One-Touch numbers | :                     |
| (13) Own telephone number                           | :                     |
| (14) Own Network Address                            | :                     |
| (15) Network Password                               | :                     |
| (16) Substitute Relay Station                       | :                     |
| (17) Own LOGO                                       | : Up to 25 characters |
| (18) Own ID number                                  | : Up to 20 digits     |

## Sending a Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below.

- 1** Place documents face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



- 2**
- FUNCTION
- 2

RELAYED XMT  
ENTER STATION(S)

- 3** Dial by pressing a Program key, and any combination of One-Touch, **ABBR** and two digits, **TEL/DIAL** and a full number, and a program keys.

RELAYED XMT  
[P1] (Program name)

Ex: **P1** and **27**

RELAYED XMT  
<27> (Station name)

- 4**
- START

It dials the Relay Station and sends the document.

\* DIALLING \*  
[01] (Station name)

After the transmission ends, your machine prints out a RELAY XMT REPORT automatically and returns to standby.

\* PRINTING \*  
COMM. JOURNAL

After the Relay Station finishes its transmission to the end receiving stations, your machine prints out a RELAY XMT RESULT report sent back by the Relay Station and returns to standby.

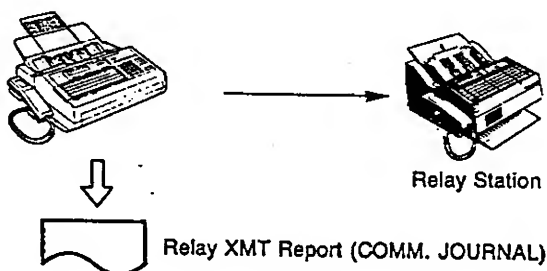
15-DEC-1990 15:00

## Printouts and Reports

When you use Relayed Transmission, your machine will print out the following two reports to help you check and keep track of your faxes (see pages 102~104 for samples of these reports).

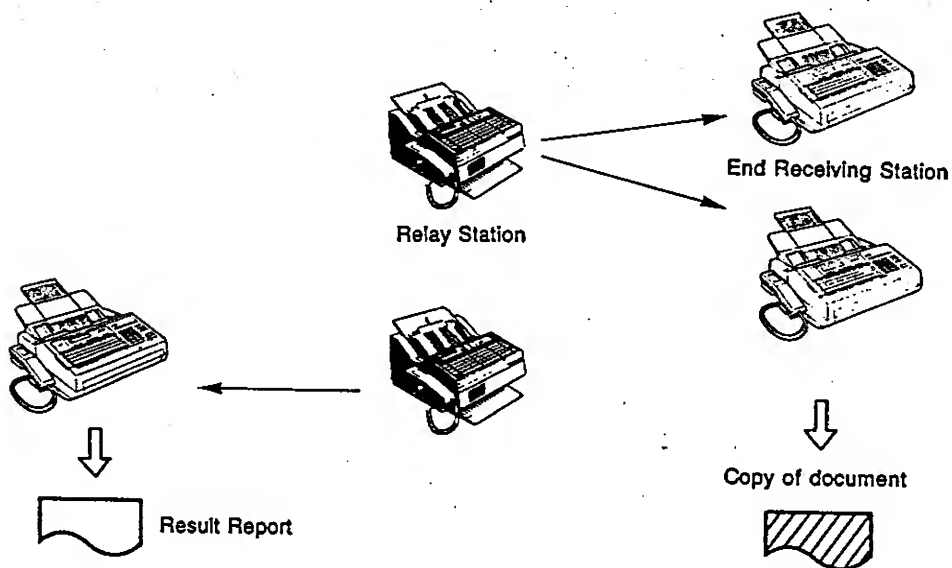
### 1. Relay XMT Report (COMM. JOURNAL)

When your machine finishes transmitting to the Relay Station, it will print out a RELAY XMT REPORT report telling you what it did and whether it was successful or not.



### 2. Result Report

When the Relay Station finishes transmitting the fax it received from you to the end receiving station(s) in your network, and/or the Relay Station in another network, it will print out a RELAY XMT RESULT report telling you what it did and whether it was successful or not.



15



**NOTE** If you transmit via more than one Relay Station, you will receive a separate Result Report.

# Sample Relayed Transmission Report (COMM. JOURNAL)

\*\*\*\*\* -COMM. JOURNAL- \*\*\*\*\* DATE 01-DEC-1990 \*\*\*\* TIME 16:01 \*\*\* P.1

MODE = RELAYED XMT START = 01-DEC 16:00 END = 01-DEC 16:01

(7) NO.	(8) COM	(9) ABBR./NTWK	(10) STATION NAME	(11) PAGES	(12) PRG. NO.	(13) PROGRAM NAME	(14) RLY STN
01	OK	[01]/2000	London	01/01			[01]/2000
02	R-OK	[02]/2001	Stockholm	01/01			[01]/2000
03	R-OK	[03]/2002	Geneva	01/01			[01]/2000
04	R-OK	[04]/2003	Rome	01/01			[01]/2000

(16)  
-UF-270 Tokyo -

\*\*\*\*\* (17) \*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

## Sample Relayed Transmission Report Explanation

- |  |   |
|--|---|
| (1) Printout date                          | : Day-Month-Year  |
| (2) Printout time                          | : Hour:Minute   |
| (3) Printout page number                   | :   |
| (4) Indication of Transmission mode        | :   |
| (5) Starting time of transmission          | :   |
| (6) Ending time of transmission            | :   |
| (7) Communication number                   | :   |
| (8) Communication result                   | : "R-OK" indicates that the transmission to the Relay Station was successful.<br>"INC" indicates that the transmission to the Relay Station was incomplete. |
| (9) Abbreviated number and Network Address | :   |
| (10) Station name                          | :   |
| (11) Number of pages transmitted           | :   |
| (12) Program number                        | :   |
| (13) Program name                          | :   |
| (14) Relay Station number                  | :   |
| (15) LOGO                                  | : Up to 25 characters   |
| (16) ID number                             | : Up to 20 digits   |

# Sample Result Report (Relay XMT Result)

(1) 01-DEC-1990 (2) 13:50 FROM Tokyo (3) TO LONDON (4) P.001/001  
 \*\*\*\*\* -RESULT REPORT- \*\*\*\*\* (5) DATE 01-DEC-1990 \*\*\*\*\* (6) TIME 13:50 \*\*\* (7) P.1

(8)  
 MODE = RELAY TRANSMISSION

REQUEST RCV'D TIME = 01-DEC 13:20 (9) START = 01-DEC 13:21 (10) END = 01-DEC 13:50 (11)  
 NUMBER OF PAGE(S) = 001 (12)  
 FILE NO. = 045 (13)

\*\* REQUESTING STATION \*\*

- LONDON - (3)  
 TELEPHONE NUMBER = 307 432 1211 (14)  
 NETWORK ADDRESS = 2001 (15)

(16) NO.	(17) COMM.	(18) DESTINATION(S)	(19) PAGE(S)	(20) RLY STN
001	OK	2000 London	001/001	
002	OK	2002 Stockholm	001/001	
003	OK	2003 Geneva	001/001	
004	INC	2004 Rome	001/001	
005	R-OK	3000 Singapore	001/001	30/3000
006	R-OK	3001 Tokyo	001/001	30/3000
007	R-OK	3002 Hong Kong	001/001	30/3000
008	R-OK	3003 Sydney	001/001	30/3000
009	R-OK	3004 Wellington	001/001	30/3000

15

\*\* RELAY STATION \*\*

-BIRMINGHAM  
 TELEPHONE NUMBER = 011 81 3 1111234 (21)  
 RELAY ADDRESS = 20 (22)  
 NETWORK ADDRESS = 2000 (23)

(2)  
 -UF-270 Tokyo -

(24)  
 \*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*  
 (25)  
 TOTAL P.001



## Sample Result Report Explanation

- |  |  |
|--|--|
| (1) Printout date and time   | : Day-Month-Year   |
| (2) Relay Station's LOGO   | :  |
| (3) LOGO of the Initial Sending Station  | :  |
| (4) Page number  | : Number of pages sent/Total pages   |
| (5) Transmitted date   | : Day-Month-Year   |
| (6) Transmitted time   | :  |
| (7) Number of total pages printed out  | :  |
| (8) Function mode  | :  |
| (9) The time when the Relayed faxes are accepted by the Relay Station                              | :  |
| (10) The time when the Initial Sending Station transmitted Relayed faxes                           | :  |
| (11) The time when the Relay Station sent back the Relay XMT Result to the Initial Sending Station | :  |
| (12) Document file page number   | :  |
| (13) Document file number registered in Relay Station's memory                                     | :  |
| (14) Telephone number of the Initial Sending Station   | :  |
| (15) Network Address of the Initial Sending Station  | :  |
| (16) Number of the End Receiving Station   | :  |
| (17) Communication result  | : OK indicates that the transmission was successful. INC indicates that the transmission was incomplete. R-OK indicates the transmission was relayed to another Relay Station. |
| (18) Network Address and LOGO of the End Receiving Station   | :  |
| (19) Page number   | : Number of pages sent/Total pages   |
| (20) Relay Address/Network Address   | :  |
| (21) Relay Station's telephone number  | :  |
| (22) Relay Address of the Relay Station  | :  |
| (23) Network Address of the Relay Station  | :  |
| (24) Relay Station ID number   | :  |
| (25) Total number of pages   | :  |

## CONFIDENTIAL COMMUNICATIONS

### General Description

This feature is a simple way to ensure that confidential information reaches the right person without anyone else seeing it. When you send a normal fax, it is printed out immediately by the receiving machine and almost anyone who uses the machine might see the fax. When you use the Confidential Communication feature, however, the fax is stored in the memory of a designated machine (Relay Station) where only a person with the right Confidential Code number can retrieve it.

Figure 1 illustrates how a Confidential fax can be sent via a Relay Station. First the Initial Sending Station sends a confidential fax to the Relay Station together with a Confidential Code. The fax will then be stored in the Relay Station's memory until polled by an End Receiving Station or printed out at Relay Station. The End Receiving Station must know the Confidential Code attached to the fax and share the Polling Password with the Relay Station. Note that your machine works as an Initial Sending Station or End Receiving Station.

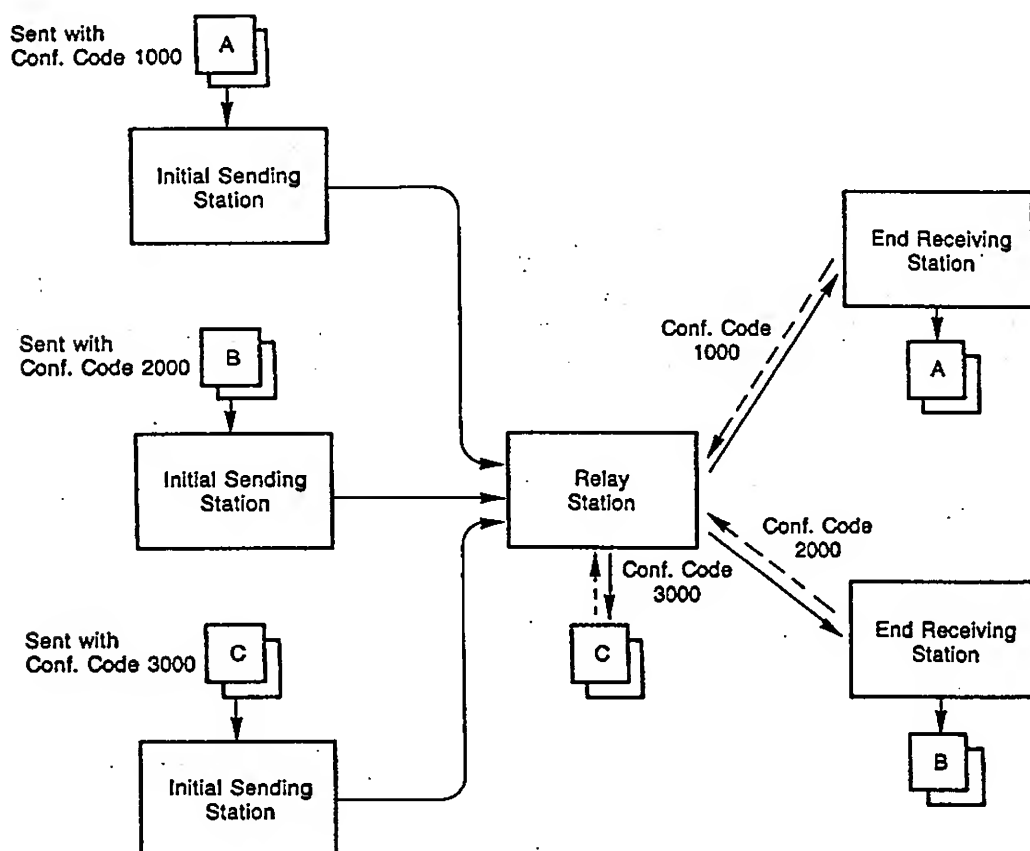


Figure 1 Confidential Communications via a Relay Station

## UF-270 Compatibility with Other Machines

Table 1 shows how the UF-270 fits in with the compatibility requirements of the different kind of facsimile stations which make up a Relay Network for Confidential Communications. It also shows whether or not special settings are required.

**Table 1 Confidential Communication Requirements**

Station	Model	Special Settings
Initial Sending Station	UF-140 UF-150 UF-160, UF-160M UF-250, UF-300 UF-260, UF-270, UF-270M UF-620 UF-640, UF-650 UF-750	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640 UF-650	
End Receiving Station (Closed User Group)	UF-140 UF-150 UF-160, UF-160M UF-250, UF-300 UF-260, UF-270, UF-270M UF-620 UF-640, UF-650 UF-750	

If UF-620 and UF-650 are the Relay Stations, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If UF-640 is the Relay Station, you cannot add a fax to the file which has the same Confidential Code attached with a file already stored in the memory. Whichever station you use you can also create more than one file, each with a different Confidential Code.

Note also that once you have polled or printed out the confidential fax from the Relay Station, the fax is automatically erased from the memory.

---

## Setting Up Your Machine for Confidential Communications

To use Confidential Communications you must first preset the Confidential Communication Fax Parameters described below. Then, every time you actually send a Confidential Fax you must set a Confidential Code.

**1. Confidential Communications Fax Parameter:**

This switches the Confidential Communications function VALID or INVALID.

**2. Own Telephone Number:**

Your full telephone number should be entered.

**3. Network Password and Polling Password**

You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

**4. Confidential Code:**

A four-digit code which you must assign to each Confidential Fax you send. It identifies the fax when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

15

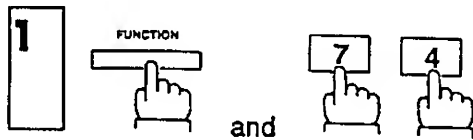


**NOTE**

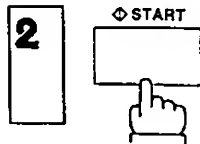


To set Polling Password, see page 25.

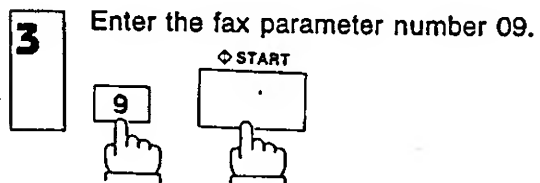
To set the Confidential Communications Fax Parameter;



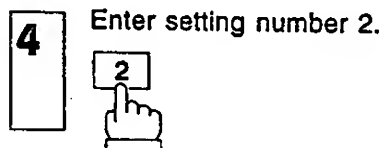
FAX PARAMETERS



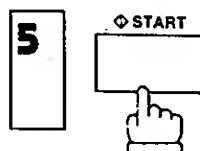
FAX PARAMETER  
NO. = 1



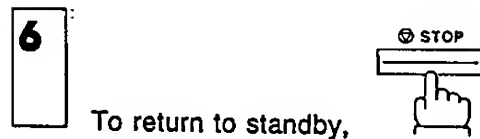
09 CONFIDENTIAL FAX  
1:INVALID



09 CONFIDENTIAL FAX  
2:VALID

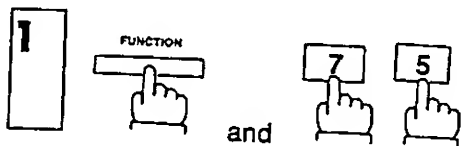


10 KEY TONE  
1:SOFT

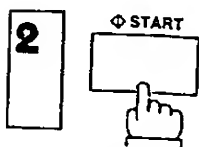


15-DEC-1990 15:00

To set your own Telephone Number, your own Network Address and the Network Password,



RELAYED XMT &  
CONF. COMM. PARAMETERS

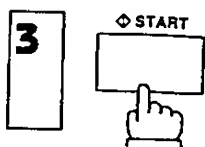


OWN TELEPHONE NO.  
█

Enter your facsimile telephone number  
(max. 36 digits).

Ex: 1 212 111 1234

OWN TELEPHONE NO.  
1 212 111 1234 █

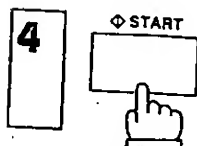


Enter your Network Address (four digits).

Ex: 1000

OWN NETWORK ADDRESS  
████

OWN NETWORK ADDRESS  
1000

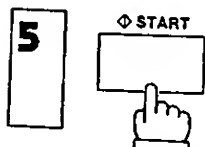


Enter the Network Password (four digits).

Ex: 9999

NETWORK PASSWORD  
████

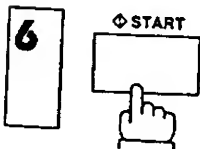
NETWORK PASSWORD  
9999



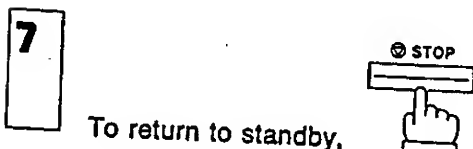
Enter the Substitute Relay Station number using  
a One-Touch key or **ABBR**.

SUBSTITUTE RELAY STN  
█

SUBSTITUTE RELAY STN  
[12] (Station name)



OWN TELEPHONE NO.  
█ 212 111 1234



To return to standby,

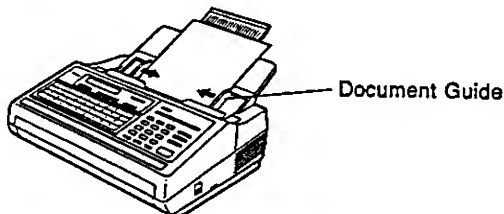
15-DEC-1990 15:00

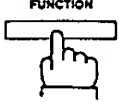
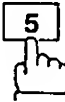
15

## Sending a Confidential Fax to a Relay Station

- 1** Place a document face down on the ADF. Adjust left and right Document Guides.

DOCUMENT SET



- 2**  and 

CONFIDENTIAL COMM.  
CONF. CODE = ■■■■

- 3** Enter Confidential Code (four digits).  
Ex: **2 2 3 3**


CONFIDENTIAL COMM.  
CONF. CODE = 2233

CONFIDENTIAL COMM.  
ENTER STATION

- 4** Dial the Relay Station's number by pressing a One-Touch key, **ABBR** and two digits, or **TEL/DIAL** and a full number.

CONFIDENTIAL COMM.  
<05> LONDON

Ex: One-Touch key **05**

- 5** 

CONFIDENTIAL XMT  
<05> LONDON

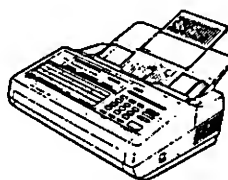
\* DIALING \*  
303 111 1234

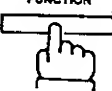

- 6** If necessary, inform the receiving party of the confidential Fax and tell them the Confidential Code and the Relay Station you sent the document to.

## Polling a Confidential Fax from a Relay Station

After you have been informed that someone has transmitted a confidential Fax to a Relay Station, you can retrieve the Confidential Fax from the Relay Station's memory in the following way.

- 1 Make sure no documents are on the ADF.



- 2  and 

CONFIDENTIAL COMM.  
CONF. CODE = ■■■■

- 3 Enter Confidential Code (four digits).  
Ex: **2 2 3 3**


CONFIDENTIAL COMM.  
CONF. CODE = 2233

CONFIDENTIAL COMM.  
ENTER STATION

- 4 Dial the Relay Station's number by pressing a One-Touch key, **ABBR** and two digits, or **TEL/DIAL** and a full number.

CONFIDENTIAL COMM.  
<01> LONDON

Ex: One-Touch key **01**

- 5 

CONFIDENTIAL POLL  
<01> LONDON

\* DIALLING \*  
303 111 1234

The machine begins dialing the Relay Station and, when it answers, retrieves the confidential fax.



## Printouts and Reports

When you send a Confidential Fax to the Relay Station by dialing its One-Touch or ABBR. number, or the station's full number, your machine will print out a Confidential XMT Report, automatically, as soon as the transmission ends.

### Sample Confidential XMT Report (COMM. JOURNAL)

\*\*\*\*\* -COMM. JOURNAL- \*\*\*\*\* DATE 01-DEC-1990 \*\*\*\* TIME 10:20 \*\*\*\*\*

		(3)			(4)			(5)
		MODE = CONFIDENTIAL-XMT			START = 01-DEC 10:20			END = 01-DEC 10:20
(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	
NO.	COM	ABBR./NTWK	STATION NAME	PAGES	RRG. NO.	PROGRAM NAME	RLY STN	
01	R-OK	[05]/3000	London	01			[05]/3000	
		(16)						
		CONFIDENTIAL CODE = 2233						

(14)  
-UF-270 Tokyo -

\*\*\*\*\* (15) \*\*\*\*\* - 81 3 1111234 - \*\*\*\*\*

### Sample Confidential XMT Report Explanation

- |   |  |
|---|--|
| (1) Printout date   | : Day-Month-Year   |
| (2) Printout time   | : Hour:Minute  |
| (3) Indication of confidential transmission mode              | :  |
| (4) Starting time of transmission                             | :  |
| (5) Ending time of transmission                               | :  |
| (6) Communication number                                      | :  |
| (7) Communication result                                      | : "R-OK" indicates that the transmission to the Relay Station was successful. "INC" indicates that the transmission to the Relay Station was incompletd. |
| (8) Abbreviated number/One-Touch/ABBR. number/Network Address | :  |
| (9) Station name  | :  |
| (10) Number of pages transmitted                              | :  |
| (11) Program number   | :  |
| (12) Program name   | :  |
| (13) Relay station number                                     | :  |
| (14) Own LOGO   | : Up to 25 characters  |
| (15) Own ID number  | : Up to 20 digits  |
| (16) Confidential Code  | :  |

---

## PASSWORD COMMUNICATION

Password Communications, including Password Transmission and Password Receiving, will prevent your machine from sending a document to a wrong station or receiving a document from unauthorized stations. You can set Password Transmission and Password Receiving independently, or both together.

To use Password Transmission, you have to set a four-digit Transmission Password in your machine in advance. The password must be shared with other compatible Panafax machine(s). If the Transmission Password set in your machine does not match the Transmission Password set in the other compatible Panafax machine(s), the transmission will fail. You can select to use Password Transmission or not by setting PASSWORD-XMT to ON or OFF when you send a document.

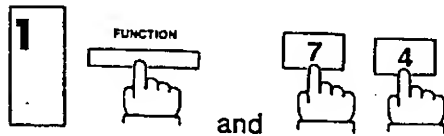
To use Password Receiving you have to set a four-digit Receiving Password in your machine in advance. The password must be shared with the other compatible Panafax machine(s). If the Receiving Password set in your machine does not match the Receiving Password set in the other compatible Panafax machine(s), the reception will fail. Once you set Password Receiving to ON, it is ON until you change the setting to OFF.

You cannot communicate, using Password Transmission or Password Receiving, with any other model except compatible Panafax machine(s).

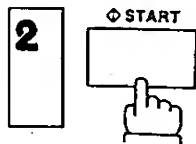


## How to Activate the Password Communication Function

Password Transmission and Password Receiving are preset to "Invalid" in your machine.  
To activate functions, change the Fax Parameter by following the procedure below.



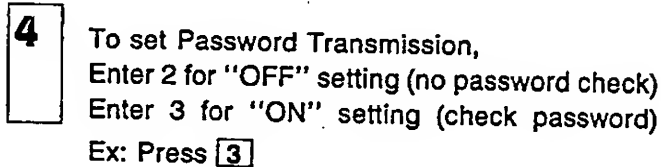
FAX PARAMETERS



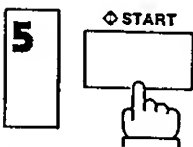
FAX PARAMETER  
NO. = 1



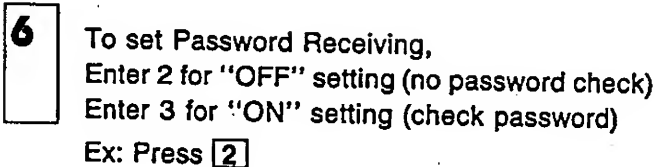
11 PASSWORD XMT  
1: INVALID



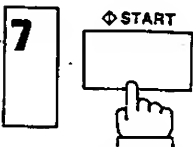
11 PASSWORD XMT  
3: ON



12 PASSWORD RCV  
1: INVALID



12 PASSWORD RCV  
2: OFF

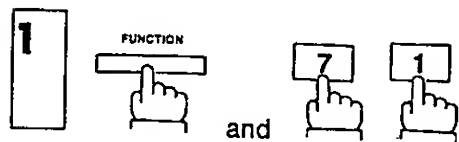


15 ECM  
2: ON

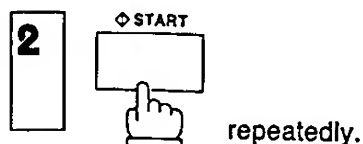
To return to standby, press STOP.

## Setting Transmission Password and Receiving Password

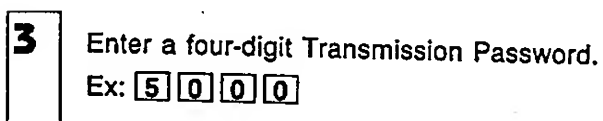
To set Transmission Password and Receiving Password, follow the procedure below.



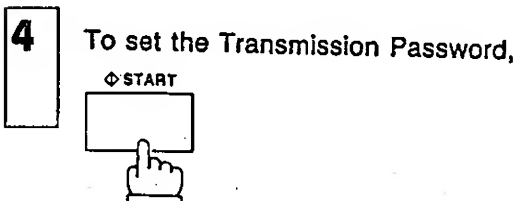
USER PARAMETERS



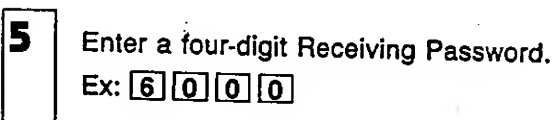
XMT - PASSWORD



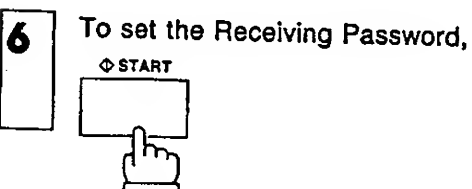
XMT - PASSWORD 5000



RCV - PASSWORD



RCV - PASSWORD 6000



DATE & TIME  
15-12-1990 15:00

To return to standby, press **STOP**.

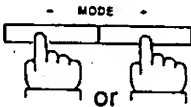
## How to Use Password Transmission

When Password Transmission is preset to OFF in your machine,

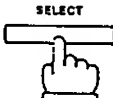
To start Password Transmission, set PASSWD-XMT to ON following the procedure below.

- 1** Place a document face down on the ADF.  
Adjust left and right Document Guides.

DOCUMENT SET

- 2**  repeatedly.

DOCUMENT SET  
PASSWD-XMT=OFF

- 3** 

DOCUMENT SET  
PASSWD-XMT=ON

To turn PASSWD-XMT to OFF, press **SELECT** again.

- 4** Dial by pressing a One-Touch key, **ABBR** and two digits, or **TEL/DIAL** and a full number.  
Ex: **ABBR** **4** **5**

\* DIALLING \*  
[45] (Station name)

If your machine's Transmission Password coincides with the other station's, your machine starts sending the document. If not, the display shows an information code.

When transmission is completed, PASSWD-XMT returns to OFF setting.



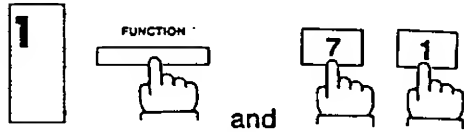
**NOTE** To change the Standard setting of Password Transmission, see page 27. Once you set the standard setting to ON, turn PASSWD-XMT to OFF by pressing **SELECT** when you send a document, if necessary.

## FAX ACCESS CODE

The Fax Access Code prevents an unauthorized user from operating the machine. Once a four-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code. Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to re-enter the access code in order to use the machine again. Registering the Fax Access Code does not effect the use of the machine in any other way.

### How to Set Fax Access Code

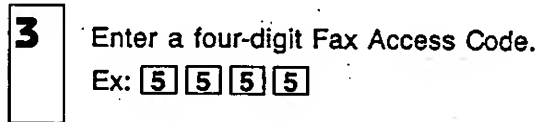
Before you use the Fax Access Code function, be sure to set Fax Parameter 20 to the valid position (see pages 26 and 27).



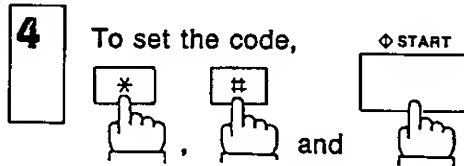
USER PARAMETERS



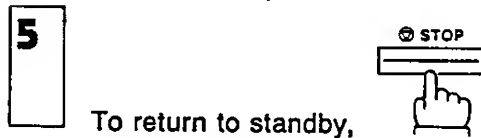
FAX ACCESS CODE **||||**



FAX ACCESS CODE **5555**



DATE & TIME  
15-12-1990 15:00



15-DEC-1990 15:00  
AC=



## How to Use the Machine after You Set Fax Access Code

**1**

Enter Fax Access Code.

Ex: **5 5 5 5**

If the Fax Access Code you just entered coincides with the code set in the machine, the display "AC=" will disappear. If not, the machine returns to standby.

15-DEC-1990 15:00  
AC=

15-DEC-1990 15:00  
AC=■■■■

15-DEC-1990 15:00

**2**

You can now use the machine for any normal operation.

Ex: Set a document on the ADF.

DOCUMENT SET

**3**

After you complete any operation, the machine will return to standby. To use the machine again, reenter the Fax Access Code.

15-DEC-1990 15:00  
AC=

### NOTE



When you enter the Fax Access Code in Step 1, the numbers are not displayed.

## How to Clear Fax Access Code

**1** Enter the Fax Access Code.  
Ex: **5 5 5 5**

15-DEC-1990 15:00  
AC=

15-DEC-1990 15:00  
AC=

15-DEC-1990 15:00

**2** **FUNCTION** and **7 1**

USER PARAMETERS

**3** **START** repeatedly.

FAX ACCESS CODE  
5555

**4** **CLEAR**

FAX ACCESS CODE  
----

**5** **\***, **#** and **START**

DATE & TIME  
15-12-1990 15:00

**6** **STOP**  
To return to standby,

15-DEC-1990 15:00

15





# 16 SPECIFICATIONS

Compatibility	CCITT Group 3 Group 2
Scanning method	Transmitter: Flat bed scanning with CCD type image sensor Receiver: Solid state thermal recording head
Document size	MAX.: 280 mm × 1000 mm (with operator's assistance) MIN.: 148 mm × 73 mm
Document thickness	Single page : 0.06 mm to 0.15 mm Multiple pages : 0.08 mm to 0.13 mm
Effective scanning width	G3: 208 mm 252 mm (Reduction) G2: 205 mm 240 mm (Reduction)
Recording paper size	216 mm x 100 mm High sensitive thermal recording paper
Effective recording width	G3: 208 mm G2: 205 mm
Resolution	Horizontal: G3 8 pels/mm G2 3.85 pels/mm Vertical: G3 3.85 lines/mm (STANDARD) 7.7 lines/mm (FINE) 15.4 lines/mm (SUPER FINE) G2 3.85 lines/mm
Coding scheme	MH, MR, MMR with MWS
Modem	G3: V.29, V.27ter with fallback function, and V.21 G2: AM-PM-VSB
ADF capacity (Automatic Document Feeder)	Built-in, up to 30 sheets
Power supply	AC 200V to 240V, 50/60 Hz, Single Phase
Power consumption	Standby: Approx. 12W Transmission: Approx. 30W Reception: Approx. 45W (Black Ratio: 20%) Copy: Approx. 55W (Black Ratio: 20%) MAX: Approx. 135W
Dimensions	162 mm (H) x 376 mm (W) x 335 mm (D) (excluding projections)
Weight	Approx. 8 kg (excluding recording paper)
Operating environment	Temperature: - 41° to 95°F (5° to 35°C) Relative humidity: 20 to 80 %

# Facsimile Number Directory

Name

## Number

This image shows a full page of primary-ruled paper designed for handwriting practice. It features two vertical columns of horizontal dotted lines. Each column contains 20 rows of these dotted lines, providing a guide for letter height and placement. The paper is otherwise blank, with no margins or additional markings.

# Facsimile Number Directory

Name

Number

This image shows a full page of dot grid paper. It features two vertical columns of horizontal dotted lines. Each column contains 20 rows of dots, providing a guide for handwriting practice. The dots are small and evenly spaced along each line. The background is white, and there are no margins or additional markings on the page.